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Statement of Non-Discrimination

As a religious and educational corporation, the institution does not unlawfully discriminate in its educational and employment policies against any person on the basis of sex, race, color, age, disability, or national or ethnic origin. This policy applies to all aspects of the College’s admissions, academic, and employment policies and all other school-administered programs and activities. Questions regarding Title IX may be directed to the College's Title IX Coordinator at lmosqueda@tkc.edu or 212-659-7292.
FROM THE DEAN OF STUDENTS

Dear Students,

Welcome to the 2017-2018 academic year.

We exist to influence the world’s strategic institutions. After a century in which many Christians chose to disengage from the public square, we seek to enter it and engage consequential issues and ideas in a civil and persuasive manner. I doubt you will find another college with a focus that clear.

The fact that you are reading this means you have made some important decisions. To your credit, you chose a challenging city, an academically rigorous college and, ultimately, the pursuit of a significant life. You did what few students are willing to do. I commend you for the steps you are taking on this road less traveled.

The coming years will be marked by a tremendous amount of personal growth. You will cultivate a new social network, hone your intellect, and deepen your moral and spiritual keel. We can give you the tools, and even train you how to use them, but it is up to you to employ them.

To help guide you through your King’s journey, we have prepared the Student Handbook. You will find this resource to be a useful reference point for daily life at The King’s College.

Much time, thought and energy have been invested to make your King’s experience the best it can be. Even so, the College is a work in progress—ever improving, but never perfected. I look forward to partnering with you to shape the College and student life for all students, both current and future.

I anticipate a great year ahead. We will together build upon the successes of the past few years and chart a course toward a bright future.

Sincerely,

David K. Leedy
Dean of Students
ABOUT THE KING’S COLLEGE

Mission Statement
Through its commitment to the truths of Christianity and a biblical worldview, The King’s College seeks to transform society by preparing students for careers in which they help to shape and eventually to lead strategic public and private institutions, and by supporting faculty members as they directly engage culture through writing and speaking publicly on critical issues.

Honor Code
A student of The King’s College will not lie, cheat, steal, or turn a blind eye to those who do. Every student is honor bound to confront any other student who breaches the Honor Code.

History
The King’s College was founded in 1938 in Belmar, New Jersey by Dr. Percy B. Crawford. In 1949, Crawford initiated Youth on the March, the first nationwide television show of any kind. CNN later honored Crawford on the 50th anniversary of the first Youth on the March broadcast. In 1955, Crawford moved The King’s College to Briarcliff Manor, New York. When Dr. Crawford died of a heart attack in 1960, Dr. Robert A. Cook became the College’s second president. Dr. Cook served as president from 1960 to 1985.

In 1985, Dr. Friedhelm Radandt, a former professor at the University of Chicago and President of Northwestern College in Iowa, became the College’s third president. King’s experienced financial difficulties in the early 1990s and closed in 1994. In 1998, J. Stanley Oakes, in coordination with Dr. Bill Bright, led the effort to re-capitaliz the school. Dr. Radandt continued as president.

In 1999, The King’s College acquired Northeastern Bible College of Essex Fells, New Jersey. That year the revived King’s leased 34,000 square feet on two floors of Empire State Building, which became home to College for the next 13 years.

On January 1, 2003, the Board of Trustees appointed J. Stanley Oakes to be the College’s fourth president. For the next five years, Oakes led the College though a time of unprecedented growth while solidifying the College’s commitment to compete in the marketplace of ideas. In 2004, the Politics, Philosophy and Economics program was established as the core curriculum of the College. In 2009, after facing major health issues, President Oakes took a sabbatical leave and Andy Mills, Chairman of the Board of Trustees, became interim president.

In August 2010, after a nationwide search, Dinesh D’Souza, a former White House policy analyst and a widely-known writer and speaker on politics and religion, was named the fifth president of The King’s College. In the summer of 2012, The King’s College relocated from the Empire State Building to its new campus in the Financial District of New York City. Following the resignation of President D’Souza in the October 2012, Andy Mills resumed the interim presidency as the College undertook a nationwide search for a new president.

In July 2013, the College appointed Dr. Gregory Alan Thornbury, the founding Dean of the School of Theology and Missions and Vice President for Spiritual Life at Union University, as the sixth president of The King’s College.
IMPORTANT EVENTS
To keep up-to-date with events, deadlines, and other important dates, use the Comprehensive Calendar: www.tkc.edu/wp-content/uploads/comprehensive-calendar-2017-2018.pdf

STUDENT LIFE
The Statesmanship Institute
Structure
Forty-six students are elected each year to serve in forty House leadership roles and six Council positions. Students are coached by their House Advisors and meet both individually and by role.

Philosophy
The King’s College academic program is crafted to prepare students for leadership in strategic national institutions: government, commerce, law, the media, civil society, education, the arts, and the church. It is classical in approach, meaning that we want students to understand the great ideas that have shaped human history. Toward that end, we introduce students to ideas that are true for all times and all people and strive to develop in them the wisdom and skill to apply that information in everyday situations. In this way, students begin to understand universal principles and develop the prudence to apply these ideas congruently and consistently to specific situations.

Every student at The King’s College takes a set of courses grounded in politics, philosophy, and economics – those areas of study that have the most influence in shaping society. However, knowledge is not learned in a vacuum, and therefore Student Development serves the vision of the College in three main ways: first, we create opportunities for students to test their knowledge by providing them opportunities to lead; second, we provide skills training that coincides with the leadership challenges faced by student leaders, and third, we encourage the transference of this knowledge to the student body. This experiential learning strategy, primarily implemented through the Statesmanship Institute, allows for the integration of theory and practice to equip students to shape the College today and society tomorrow.

Strategy
The leadership development strategy emphasizes ongoing coaching and assessment in the context of a community that upholds the standards of honor and virtue. Student Development and House Advisors work to equip the Statesmanship Institute to lead their Houses, who in turn empower House members. This approach demands a commitment to coaching that emphasizes spiritual, character, intellectual, and leadership development.

Goal
The overall goal of the Statesmanship Institute is to equip student leaders with the foundational concepts, knowledge, skills, and attributes they need in order to achieve their desired results and to become effective leaders.

The plan is implemented in three ways:
1. Leadership development curriculum taught at the fall and spring Summit and at the Statesmanship Institute Forums
2. Individual coaching with advisors and coaches
3. Learning by leading
The King’s Council
Website: www.facebook.com/tkccouncil

President Michael Martinez
Director of Finance Emily Bingham
Director of Student Events Lizzy Logan
Director of Student Organizations Nick Beckman
Director of Communications Elle Rogers
Director of Spiritual Life Carter Fletcher

The student governing body, The King’s Council, consists of House presidents and the executive cabinet. Together they determine student initiative funding, plan student events (e.g. Town Hall meetings, Spring Formal, etc.), oversee student organizations, and address student concerns.

House System
Main Contact: Shelli Cline, Associate Dean of Students (scline@tkc.edu)
Website: www.tkc.edu/house-system

Through student-led, mission-driven communities, the House System equips students to shape the College today and society tomorrow. Every House bears the name of a notable historic leader. Carefully selected, each namesake left a mark on history, stood against tyranny, and worked toward society’s betterment. Even though they were not perfect, each displayed qualities worth emulating.

House of Susan B. Anthony

President: Kara Simmons
Chamberlain: Emma Buckingham
Helmsman: Lindsey Girkin
Scholar: Kaylee Long
Advisors: Megan Phelps, Sophia Bachmann, David Tubbs and Brittany Matheson

Mission: We are authentic individuals kindling life through purposeful relationships.

House of Clara Barton

President: Addison Huntington-Bugg
Chamberlain: Paige Pruett
Helmsman: Meghan Smith
Scholar: Megan LeBlanc
Advisors: Jennifer Hiett, Dami Kabiawu and Stephanie Brewster

Mission: We the House of Clara Barton are committed to preparing women to lead with honesty, strength, humility and courage.
House of Dietrich Bonhoeffer

President: Brandon Smith
Chamberlain: Eben Mitchell
Helmsman: Josiah Simons
Scholar: Ben Cook
Advisors: Nick Swedick, Steve Salyers and Josh Hinen

Mission: Men of Bonhoeffer strive to persevere in righteousness, grow in integrity, live and die with conviction, and serve with courage, steadfastly upholding a Christ-centered community dedicated to these ideals.


House of Winston Churchill

President: Nathan Rizzuti
Chamberlain: Micah Paulec
Helmsman: Justin Cox
Scholar: John McOrmond
Advisors: David Leedy, Anthony Bradley and Cameron Strittmatter

Mission: The House of Winston Churchill is a band of brothers who strive to be virtuous statesmen dedicated to serving God and others.


House of Queen Elizabeth I

President: Zsuzsa Williford
Chamberlain: Annabelle Ford
Helmsman: Olivia Stevers
Scholar: Caroline Walker
Advisors: Shelli Cline, David Talcott

Mission: As Elizabethans, we aspire to be strong women of courage and discernment who are fully committed to following Christ’s lead together with dignity and grace.


House of C. S. Lewis

President: Kyle Kendrick
Chamberlain: Edward Van Zandt
Helmsman: Jake Weronski
Scholar: Noah Campbell
Advisors: Jonathan Sheaffer, Dru Johnson and Josiah Peterson

Mission: Called to excellence and contending for truth, the House of Lewis is a community of brothers in common pursuit of Christ’s lordship in all things.

House of Ronald Reagan

President: Phillip Reeves
Chamberlain: Ian Wilson
Helmsman: Michael Terry
Scholar: Jackson Kane
Advisor: Eric Bennett, Brian Brenberg and Chris Josselyn

Mission: The House of Reagan exists to equip and encourage its members to be God-fearing men of integrity who take calculated risks while persevering in the pursuit of a significant life.

Values: Loyalty, Fraternity, but above all, Honor.

House of Corrie ten Boom

President: Rachel Cline
Chamberlain: Caitlin Coats
Helmsman: Alexandria Burch
Scholar: Deanna Snyder
Advisors: Michelle Lambdin, Alissa Wilkinson

Mission: We, the House of Corrie ten Boom, are sisters sharing in adventure, pursuing truth, and thriving together.


House of Margaret Thatcher

President: Christina Markakis
Chamberlain: Sydney Powell
Helmsman: Magdalena Ford
Scholar: Anna Wood
Advisors: Leticia Mosqueda, Joseph Loconte and Grace Gleason

Mission: The House of Margaret Thatcher exists to be a faith-deepening, gift-illuminating sisterhood founded in courageous love.


House of Sojourner Truth

President: Evelyn Stetzer
Chamberlain: Amelia Boland
Helmsman: Kristin Pender
Scholar: Amelia Lehosit
Advisors: Katie Steele, Paul Mueller and Samantha Ryan

Mission: The House of Sojourner Truth strives to empower honorable Christian leaders who emanate grace and truth. We are alive, solid and passionate.


History of The King’s College House System

The King’s College launched the House System during the 2004-‘05 academic year as an innovative strategy for shaping students’ lives. During the three years preceding the launch of the House System, there existed a simple network of freshmen men’s and women’s small groups led by upperclassmen. These groups competed against other freshmen groups in a “Freshman Competition,” the precursor to the current House Competition.
During the 2003-'04 academic year, Student Development staff urged the creation of a King's House System. The proposed model would merge the best elements of the fraternity-sorority system, with its focus on social life and student leadership, with the best elements of Ivy League houses, with their academic support and proximity to faculty, into a new model.

In the subsequent months, Student Development staff conducted hundreds of hours of research, including visits to Harvard and West Point. This research informed the shape King's Houses would take. The emerging model was designed to provide students with opportunities for social life, spiritual growth, and leadership, yet also support the academic life of the College.

The House System made its debut at the beginning of the fall 2004 semester with the following mission: *Through student-led, mission-driven communities, the House System equips students to shape the College today and society tomorrow.* Each House simultaneously developed mission statements. The Freshman Competition was renamed the House Competition, with Interregnum taking place for the first time in November 2004.

During the weekend of April 8-10, 2005, 50 students and 15 staff and faculty gathered at a camp in the Catskill Mountains to implement a new leadership structure for the Houses. Each House selected a five member leadership team, consisting of a President, a Helmsman (responsible for new House members), a Chamberlain (responsible to shape students’ residential experience), a Scholar (responsible to cultivate intellectual life), and a Vicar (responsible to foster spiritual life). In addition, each House had two advisors: a faculty member to invest in the academic life of the House and a Student Development staff member to coach students in their leadership roles.

This structure fostered the vitality of Houses during the 2005-'06 academic year. Student leaders showed no lack of innovation and energy as they designed traditions, inter-House social events, and initiation ceremonies. During the 2005-'06 school year, Houses also designed House crests.

As Houses grew in influence, students showed more loyalty to their respective Houses than to a student government. In the spring of 2007, Student Development staff met with Ted Pantone, student body president, to discuss a merger of student government and the Houses. By mid-April, a formal proposal was put forth for a student vote. The motion passed; Houses and student government would combine forces into a new governing body known as The King’s Council. By the time the 2007-'08 school year dawned, the Houses and The King’s Council had established themselves as defining dimensions of student life at The King’s College.

As the student body increased, women’s Houses grew at a faster rate than men’s due to the higher percentage of female students in the student body. To counterbalance this trend, it was determined that—for the first time since 2004—a new House would be established. Women from the five existing female Houses volunteered to be charter members of a new House. A core of 16 women met regularly in the spring of 2010 to envision the future of the new House and to lay foundations. After much research and debate, they chose as their namesake a Dutch woman known for her efforts to help Jews escape the Holocaust in Holland—Corrie ten Boom.

Since their founding in 2004, Houses have grown from small groups of individuals to communities of 50 to 60 members. More than any other initiative, the House System has fundamentally shaped The King’s College student experience.
House Leadership
Each House is led by an executive team of four members plus House Associates.

President
The House President is responsible to support members of the executive team, furthering the House strategic plan, and achieving House goals and objectives. The President manages the House operating budget, works closely with House Advisors, and is a representative on The King’s Council.

Helmsman
The Helmsman strengthens the identity and unity of the House by integrating first-year students into House culture and by facilitating teambuilding.

Chamberlain
The Chamberlain promotes safe and healthy living environments, fosters a community of honor and connectedness, and provides periodic on-call emergency assistance.

Scholar
The Scholar supports and resources House members toward academic excellence, intellectual curiosity, and scholarly accountability.

Associates
Associates are appointed or elected within each House to fill specific leadership roles (i.e. treasurer, events coordinator, alumni liaison, etc.)

Mutually Exclusive Leadership Positions
Because of the demanding nature of leadership, a member of the House executive team may not simultaneously hold the position of Student Body President or an executive team role in a student organization.

House Elections
Each spring semester, Houses hold leadership elections for the upcoming academic year. House elections take place after the Student Body President has been elected. The process outlined below is generally followed:

I. Executive Team Meeting: House executive team and advisors meet to discuss the election process.

II. All House Meeting: Nominations
Leaders discuss with House:
   A. Election Process - nominations, speeches, voting
   B. Positions
      1. Hand out job descriptions and Application to Run for House Leadership forms. 
         Indicate the date the forms are due to the House Advisor (after nominations but before the election meeting).
      2. Highlight qualifications and responsibilities for each role.

Nominations:
   A. Nominations, including reason(s) for the nomination, are submitted by members of the House.
      1. Any current member can submit nominations.
      2. A person can be nominated for more than one office.
      3. A person can decline a nomination if s/he does not desire the role or does not meet the qualifications.
4. Each nomination must be seconded by another House member in order to be placed on the ballot.

B. President asks the nominee if they accept the nomination.

C. A member of the executive team records nominees and reasons for nominations.

D. At the close of the meeting, nominees are informed that they will be given 2-4 minutes in the next meeting to speak to the House before votes are taken.

E. Application forms and position papers are due before the election meeting.

Following the meeting:

A. President submits nominee names to the Associate Dean of Students, who determines qualification status (GPA, financial standing, etc.).

B. Nominees who do not qualify are removed from the list and President notifies them.

C. Nominees prepare their House Leadership Application and platform in preparation for election week. Candidates for student leader positions must also submit a cover letter and have a LinkedIn profile in order to run for office.

III. All House Meeting: Elections

A. President reviews the election process.

B. President announces nominees. Nominees for each position have 2-4 minutes to speak to the House.

C. Elections proceed in the following order:
   1. President
   2. Chamberlain
   3. Helmsman
   4. Scholar

D. Nominees for President leave the room (if current President is a nominee, one of the House Advisors will facilitate). Remaining House members discuss qualifications of each candidate. Advisors monitor the tone of the discussion to ensure that it remains focused on qualifications and does not become overly critical.
   1. When discussion is finished, nominees are called back into the room.
   2. Vote is taken by anonymous paper ballot. All members, nominees, and advisors are permitted to vote.
   3. Advisors count the ballots and present results.
   4. If no one wins by a majority vote (50% plus one), a run-off election is held between the two members who received the highest number of votes.
   5. If a person who is nominated for two or more positions is elected to one position, s/he is automatically withdrawn from the ballot for the remaining position(s).

E. Process continues for Chamberlain, etc.

IV. Inauguration: House hosts an event to confirm and commission new executive team.

V. Training and Preparation: Current House leaders train newly elected leaders. This typically happens via multiple meetings throughout the remainder of the spring semester.

VI. Newly elected leaders attend the end-of-year Statesmanship Celebration and August Summit training.

**Note:** Student leaders who fail to maintain a 2.5 cumulative GPA (3.0 for Scholars) at the time of nomination and for the duration of their time in office are required to step down.

**New Student Assignments**

House assignments are designed to distribute elements of diversity so that a cross-section of the student body is represented in each House. Differences such as cultural heritage, geographic origin, and extracurricular interests are relevant to learning. Houses draw upon this diversity to enrich the
experience of their members. To ensure that diversity is maintained, requests for placement in a specific House are not considered during the assignment process.

**House Standing**

**Good Standing**

To continue as a College-sponsored organization, each House must be characterized by the following:

I. Presence of an identifiable executive team, including a President, Chamberlain, Scholar, and Helmsman, who:
   A. Demonstrate a commitment to the ongoing development of the House
   B. Meet regularly to provide leadership
   C. Demonstrate a commitment to the mission and values of the College

II. An environment that supports the spiritual, social and moral development of House members.

III. Commitment to participate in House Competition events.

IV. Significant involvement by a majority of members in the House.

V. House must maintain a minimum collective GPA of 2.5.

**Poor Standing**

If a House does not fulfill the requirements to remain in good standing, the College will take the following action:

I. Associate Dean of Students, in consultation with House Advisors, evaluates the situation.

II. Verbal warning is issued to the Executive Team.

III. Written warning is issued to the Executive Team with copies given to the Faculty Advisor, Staff Advisor, and Dean of Students. The warning will include specific instructions for recourse and a specified time period for corrections.

IV. If there is no improvement during the specified time period, the House will be placed on probation for 90 days. A list of expectations will be outlined with dates for progress reports. Faculty and Staff Advisors will provide guidance and accountability during probationary period.

V. At the end of the probationary period, the House will undergo an evaluation in conjunction with the House Advisors. One of three actions may be taken:
   A. Probation Terminated: If the situation is resolved, the House will be removed from probation.
   B. Probation Extended: If the situation remains unresolved, an extension may be granted for an additional 30 days. If there is no indication of satisfactory progress, the Dean of Students, under advisement from House Advisors and Associate Dean of Students, will determine the status of the House.
   C. House Terminated: If deemed irreversible, the House charter will be revoked and its members assigned to other Houses.

VI. Houses achieving less than a 2.5 GPA, minus the four lowest individual GPAs, are placed on probation.
   A. House forfeits grant money during the semester if it is on probation.
   B. Competition winnings are set aside in an account which the House may access at the end of the semester if it raises its GPA above 2.5. If it does not raise its GPA by the end of the semester, the money reverts back to The King’s Council.

**Process of Changing Houses**

Because Houses are structured to represent a cross-section of the student body, differences in opinion, worldview, and interests are guaranteed. Students are challenged to work through difficulties and conflicts, knowing that this is integral to building character. Students are expected to remain with their assigned Houses throughout their tenure at King’s. A change in House membership is an exception, not
If a student desires to switch membership to another House, a transfer request may be submitted at the end of the student’s first year.

The process for transfer is as follows:

I. Submit a written “Request for Change in House Membership” to the Associate Dean of Students. This request must include:
   A. Reasons for the desired change
   B. If the request is due to conflict within the House, provide
      1. Examples of attempts made to resolve the conflict
      2. Summary of the outcome of these attempts
   C. Attempts to engage in House life during the year
   D. A preference for an alternate House

II. An interview will be conducted in order to:
   A. Ensure every attempt to resolve conflict has been exhausted
   B. Clarify remaining questions or pertinent issues

III. The Associate Dean of Students and the current House President will meet to obtain more information about the situation.

IV. If there are unresolved concerns, appropriate individuals may be called on to resolve conflict involving that student and his or her House.

V. The House President, House Executive Team, Staff Advisor discuss whether it is in the student’s and House’s interest to release the student from the House.

VI. If released, the proposed House President is consulted to determine whether the new House will receive the student as a member. The President consults with his/her Executive Team and Staff Advisor.

VII. Members of the proposed House are notified of the possibility of a new addition to their House by the Associate Dean of Students. They have opportunity to communicate concerns to the President prior to a final decision.

VIII. If the proposed House does not accept the new member, this same process continues with a subsequent House.

IX. If the above process is pursued to its completion and all aforementioned criteria are met in a satisfactory way, the student’s request is granted and his/her membership is officially changed.

**Student Housing**

Main Contact: Jonathan Sheaffer, Assistant Director of Student Life (housing@tkc.edu)

Student Housing is available to full-time, degree seeking students. To qualify to live in campus housing, students must be 27 years old or younger at the start of their first semester in residence. Housing is not guaranteed but will be granted based on approval and availability. Students who are not full-time, degree seeking, or who are above the age of 27 may be approved for housing after interviewing with the Office of Student Life.

The 2017-2018 cost for student housing is $13,950 ($6,975/semester). All students who reside in housing at The King’s College must sign a housing contract. The contract goes into effect on June 1, 2017. The student may request cancellation of the contract at any time. However, all payments made on the contract will be forfeited. The student will also be responsible for any balance still due on the contract (except as noted below).

The College reserves the right to remove a student from housing at any time. The College reserves the right to deny housing in subsequent semesters to students who fail to meet the terms and conditions as
Students of The King’s College live in the Financial District and Brooklyn Heights neighborhoods of New York City:

**Washington Residence**
90 Washington Street, New York, NY 10006  
Security: 212-825-1711

**West Residence**
1 West Street, New York, NY 10004  
Security: 212-784-7486

**Wall Residence**
95 Wall Street, New York, NY 10005  
Security: 646-414-1695

**Hanover Residence**
10 Hanover Street, New York, NY 10005  
Security: 212-747-9123

**Clark Residence**
8 Clark Street, Brooklyn, NY 11201  
Security: 347-889-6135

**Housing and Building Amenities**
Building amenities are for the residents (including non-King’s residents) of their respective buildings. To respect the tenants of each building, King’s students should refrain from using amenities in buildings where they do not reside. This will prevent overcrowding and overuse of the amenities.

**Washington Residence**
The Washington Residence offers four person studio apartments and four person one bedroom apartments. Each has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:
- Couch or love seat
- Kitchen table (space permitting)
- One desk and chair per student
- Refrigerator, stove, oven, microwave, dishwasher
- Twin beds (36” x 75”), dressers, lamps

Students withdrawing from The King’s College and student housing following the fall semester will be charged a $1,000 penalty for breaking the contract. The student must notify the Office of Student Life prior to December 1, 2017.

- From December 1, 2017 through December 31, 2017 the penalty is increased to $2,000.
- Beginning January 1, 2018 the student is responsible for the full spring semester housing charges ($6,975).

Upon expiration or approved cancellation of the housing contract under any of the provisions in the contract, the College has the right to enter the premises and remove the student’s property. The student expressly waives the service of any notice to re-enter, notice to terminate the contract, or notice to quit or demand for possession.
Residents have access to laundry facilities on every floor (24 hours), the Club Floor fitness center and lounge on the 13\textsuperscript{th} floor (open daily, 5:30 a.m. - 11:00 p.m.).

\textbf{West Residence}

The West Residence offers four person studio apartments and four person one bedroom apartments. Each has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Couch or love seat
- Kitchen table (space permitting)
- One desk and chair per student
- Refrigerator, stove, oven, microwave, dishwasher
- Twin beds (36” x 75”), dressers, lamps

Residents have access to laundry facilities on every floor (24 hours), the fitness center on the 19th floor, and the rooftop on the 25\textsuperscript{th} floor (open daily, 9:00 a.m.-10:00 p.m.).

\textbf{Wall Residence}

The Wall Residence offers three or four person studio apartments and six person two bedroom apartments. Each has its own living space, kitchen area, and bathroom(s). Every apartment has the following appliances and furniture:

- Couch or love seat
- Kitchen table (space permitting)
- One desk and chair per student
- Refrigerator, stove, convection/microwave oven, dishwasher, washer/dryer
- Twin beds (36” x 75”), dresser, lamps

Residents have access to the lounge, rooftop, and fitness facility on the 23\textsuperscript{rd} floor (open daily, 8:00 a.m. – 12:00 a.m.).

\textbf{Hanover Residence}

The Hanover Residence offers four person one bedroom apartments. Each has its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Couch or love seat
- Kitchen table (space permitting)
- One desk and chair per student
- Refrigerator, stove, oven, microwave, dishwasher
- Twin beds (36” x 75”), dresser, lamps

Residents have access to the laundry facility on the 2\textsuperscript{nd} floor (24 hours), a rooftop, and the lounge on the 4\textsuperscript{th} and 5\textsuperscript{th} floor (open daily, 9:00 a.m. – 11:00 p.m.).

\textbf{Clark Residence}

The Clark Residence offers two person studio apartments, each with its own living space, kitchen area, and bathroom. Every apartment has the following appliances and furniture:

- Club chair
- One desk and chair per student
- Refrigerator, stove, oven, and microwave
- Flat screen TV with basic cable
- Twin beds (36” x 75”)

Residents have access to laundry facilities (24 hours) and community room in the basement and a rooftop (open daily, 7:00 a.m. – 12:00 a.m.).
Students may not bring any of the following furniture items into King’s housing: couches, love seats, futons, club chairs, or recliners. Due to limited space, the following pieces of furniture are also not allowed at the Clark Residence: coffee/side tables or TV stands. Any furniture brought into College housing must be purchased new by the students and approved by the Office of Student Life. Approval must be granted prior to a student moving in by filling out the Furniture Approval Form on the Student Portal. Students may incur fines for unapproved furniture. The Office of Student Life reserves the right to ask students to remove any personal furniture from College housing.

Front Desk and Security
A front desk is located in the main lobby of each building. Services include emergency maintenance and guest assistance. The front desks operate 24-hours a day, 7-days a week. To contact the front desk at the Wall or Hanover Residences, use the intercom located in each apartment. Residents of the Washington or West Residences should call the front desk from their personal phones. The King’s College is not liable for personal items left at any front desk.

Students and guests are required to provide photo identification when requested by a security officer or College official. Guests at the Clark Residence must leave photo identification with the front desk while visiting. Student concerns regarding security services should be directed to a Housing Director.

Trash and Garbage Disposal
Students are responsible for disposing of garbage. Garbage may not be stored or piled in student apartments. Residents may not temporarily place garbage in the hallway of any building.

Washington, West, Wall and Hanover Residences
Garbage disposal and recycle bins are located on every floor near the elevators.

Clark Residence
Garbage disposal and recycle bins are located in the rear of the building accessible in the basement.

Internet and Telephone
Each apartment comes equipped with wireless internet access. The College expects all students to use the internet with integrity (see Internet Use in this handbook). Students should use a personal cell phone for communication. Land lines are not provided.

Mail and Packages
Mail is delivered to mailboxes located on the ground level of each residence. Package deliveries are kept in a package room at the Washington, West, Wall, and Hanover Residences, and at the front desk of the Clark Residence. Cash on Delivery (C.O.D.) packages are not accepted.

The King’s College is not responsible for the loss or damage of any package or mail a student may receive. New students should schedule packages to arrive after the first full day of residence; any prior deliveries will be automatically returned to sender.

Upon leaving King’s housing or transitioning to a new room, students are responsible to update their mailing address online at usps.com. The King’s College is not responsible for mail received after a student moves out.
Applying for Student Housing

New Student Housing Applications
New resident applicants must submit an online application, $50 non-refundable application fee, signed housing contract, and $200 security deposit. The deposit reserves a spot in housing and is refundable until May 31. Starting June 1, the deposit is not refundable and will be applied to the fall semester’s housing charge.

Placement in housing is contingent upon available space. After the Office of Student Life receives a signed housing contract and deposit, the Bursar is notified, and the first semester bill is generated. The housing contract, application, and security deposit are due on or before August 1, 2017 (fall) and December 31, 2017 (spring). Rooms may be reassigned if payment is not received.

Returning Student Housing Applications
Students must reapply for housing each year in accordance with deadlines publicized by the Office of Student Life. Applications will not be approved for any student with a financial hold on their account. The deadline to withdraw from housing without any financial penalty for returning students is May 31. Starting June 1 students are responsible for the entire housing charge for the fall semester plus the penalty for breaking the contract for the spring semester. Housing placements are made based on room availability.

Housing Payment Plans
Main Contact: Fanny Perez, Bursar (fperez@tkc.edu or 212-659-3608)

Payment plans are available for making tuition and housing payments to The King’s College. Contact the Bursar with questions to avoid late fees and other penalties that accompany late payments (e.g. contract cancellation, additional charges, and/or eviction), or refer to the Student Billing webpage at www.tkc.edu/student-billing/important-information.

Housing Contract
Housing contracts are signed for an entire academic year (except for December graduates and NYC Semester students). Students who are removed from the College and/or housing as a result of disciplinary or illegal actions, or students who leave of their own volition, are still responsible for the entire year’s charges. Students will be released from their contract if they are doing an internship for credit away from the City in the spring semester.

Housing Appeals Committee
Extemuating circumstances sometimes cause students to withdraw from King’s and move out of housing prior to the period indicated in the housing contract. In this situation, housing appeals are reviewed on a case-by-case basis by the Housing Appeals Committee. For more information or to submit a written appeal, email housing@tkc.edu.

Apartment Assignments and Change Requests
The housing contract stipulates that only the student who is assigned a space by the Office of Student Life can occupy that space. Any vacant space may be assigned to another student selected by the College without prior notification to fellow residents. No student is permitted to transfer or assign any rights obtained through the housing contract to any other person.

As a religious and educational corporation, the institution does not unlawfully discriminate in its educational and employment policies against any person on the basis of sex, race, color, age, disability,
The King’s College 2017-2018 Student Handbook

or national or ethnic origin. This policy applies to all aspects of the College’s admissions, academic, and employment policies and all other school-administered programs and activities, including roommate assignments.

While The King’s College reserves the right to modify apartment assignments, apartment changes are not the primary means for resolving roommate conflicts; rather, students are encouraged to develop skills to resolve differences with the help of their Helmsman, Chamberlain, House Advisors, or Housing Director as needed.

If a student experiences conflict with roommates, the student will be directed to follow these guidelines:
1. Attempt to resolve conflicts directly with the person(s) involved.
2. Invite the Helmsman or Chamberlain to mediate. With their assistance, write a roommate agreement or modify an existing agreement and decide on a probationary period during which the terms of the agreement will be followed.
3. With assistance from the Helmsman or Chamberlain, conduct an evaluation at the end of the probationary period. Modify the agreement and schedule a subsequent check-up meeting as necessary.
4. If the conflict still is not resolved, involve a House Advisor or Housing Director in a roommate mediation meeting.

If a student follows the above procedure and still wishes to request an apartment change, he or she may email the Chamberlain, House Advisor, and Housing Director detailing the following information:
- The reason the student feels a change is needed
- The date the student would like the change to be effective
- Examples of attempts made to resolve the conflict
- A brief summary of the outcome of any reconciliatory attempts

The request will be considered by the student’s House Advisor and the Student Life team. If it is clear that the student attempted to resolve issues but nothing changed, an apartment change will be considered, space permitting. In cases where an apartment change is granted, the Office of Student Life will notify potential roommates. All apartment change requests for the spring semester must be submitted to the Office of Student Life before Thanksgiving Day.

Transgender Housing Accommodation Request
Given the College’s commitment to the truths of Christianity and a Biblical worldview, the College maintains same-sex housing. Space permitting, single-dwelling accommodation may be granted to transgender students at the discretion of the Assistant Director of Student Life in consultation with the Title IX Coordinator. Before any accommodation is considered, students must submit a request to titleix@tkc.edu including:
- Gender identity, assigned gender, legal gender, and sex - e.g. “I am a man who was assigned the female gender. Legally, I am recognized as a male. My sex is female.” (See Gender Definitions)
- Request for preferred housing arrangement

Service and Emotional Support or Therapy Animals Request
The King’s College provides reasonable accommodations for service and assistance animals in College Housing. King’s reserves the right to amend this policy as circumstances require.
Definitions

A. Service Animal
A “Service Animal” is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Other animals do not qualify as Service Animals. Examples of such work include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack, or performing other duties. The work or task a Service Animal has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

B. Assistance Animal
“Assistance Animals,” also known as “Therapy/Comfort Animals,” are animals that provide emotional support which alleviates one or more identified symptoms or effects of a person's disability. Some Assistance Animals are professionally trained, some are trained by the owners, and some require no special training. Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living, nor does it accompany the person at all times. Assistance Animals may be considered for access to college housing, but they are not permitted in other areas of the college (e.g. 56 Broadway, student union, other residences).

A request to have an Assistance Animal in campus housing is considered to be a request for a disability accommodation and will be reviewed on a case-by-case basis. An animal request must have evidence of an ongoing therapeutic relationship. Requests with the absence of ongoing professional therapy are considered a request for a pet.

C. Pet
A “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. Residents are not permitted to keep pets, other than fish. Fish must fit in a standard (under two gallon) fish bowl.

D. Approved Animal
An “Approved Animal” is a Service Animal or Assistance Animal that has been granted as a reasonable accommodation under this policy.

E. Owner
The “Owner” is the student who has requested the accommodation and has received approval to bring the “approved animal” on campus.

Procedures for Requesting to Have Assistance Animals in College Housing
Assistance Animals may not be brought into College housing without expressed approval of Student Life staff. The procedures for requesting Assistance Animals in College housing are outlined below:

1. A person requesting permission to keep an Assistance Animal in College housing must submit the “Disability ID and Accommodation Request Form” as well as all required documentation to the Director of Student Success, Jennifer Tharp (jtharp@tkc.edu). The “Disability ID and Accommodation Request Form” can be found on the Student Portal.
The following deadlines for requesting housing accommodations apply:

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<tr>
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<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>Incoming First-Year Students</td>
<td>June 1</td>
<td>November 1</td>
</tr>
<tr>
<td>Returning Students</td>
<td>April 1</td>
<td>November 1</td>
</tr>
<tr>
<td>NYC Semester Students</td>
<td>June 1</td>
<td>November 1</td>
</tr>
</tbody>
</table>

While applications submitted after these dates will be accepted and considered, King’s cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the semester.

2. Documentation of the need for an Assistance Animal should include:
   a. Verification of the individual’s disability from a physician, psychiatrist, social worker, or other mental health professional (“Certification of Disability Form”).
   b. Statement on how the animal serves as an accommodation for the verified disability.
   c. Statement on how the need for the animal relates to the ability of the resident/student to use and enjoy the living arrangements provided by the College.

3. The Assistant Director of Student Life and Director of Student Success will review documentation and, if the request is approved, a meeting will be arranged with the requestor to review this policy.

4. Upon approval of an Assistance Animal, the student’s roommate(s) will be notified to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing in shared assigned living space.

Procedures for Service Animals in College Housing

Students planning to bring their Service Animals to reside in College housing are required to follow the steps outlined below:

1. A person seeking to keep a Service Animal in College housing must make a formal request to the College. To do so, the person should submit the “Disability ID and Accommodation Request Form” to the Director of Student Success, Jennifer Tharp (jtharp@tkc.edu), so that the student can be assigned to the most appropriate housing location with their service animal, considering the student’s needs.

The following deadlines for requesting housing accommodations apply:

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While applications submitted after these dates will be accepted and considered, King’s cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the semester.

2. The College’s Assistant Director of Student Life and Director of Student Success will review the request and, once approved, a meeting will be arranged with the requestor to review this policy.

3. Upon approval of a Service Animal, the student’s roommate(s) will be notified to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing in shared assigned living space.
Conflicting Health Conditions
Students with medical condition(s) who are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Student Life if they have a health or safety related concern about exposure to a Service or Assistance Animal. The College is prepared to reasonably accommodate individuals with such medical conditions who require accommodation when living in proximity to Service or Assistance Animals.

The Office of Student Life will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved.

Owner’s Responsibilities in College Housing
The following guidelines apply to all Approved Animals and their owners, unless the nature of the documented disability of the Owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted.

1. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for other residents.
2. The Owner is financially responsible for any pet permit fees issued by the building of residence. As King’s rents its apartments from other companies, the fees are a matter of building policy and not King’s policy. The student will be responsible to cover these in full.
3. The Owner is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The owner is responsible for replacement of furniture, fixtures, carpet, window, and the like. The owner is expected to cover these costs at the time of repair and/or move-out.
4. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the owner for unmet obligations.
5. The Owner must notify the Office of Student Life in writing if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. To replace an Approved Animal the owner must file a new Request for Reasonable Accommodation.
6. The Owner’s residence may be inspected for fleas, ticks or other pests once a semester or as needed. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the apartment.
7. All roommates of the Owner must sign an agreement allowing the Approved Animal to be in residence with them. In the event that one or more roommates do not approve, either the Owner and animal or the non-approving roommates, as determined by the Office of Student Life, may be moved to a different location.
8. Service Animals may travel freely with their owner throughout the College. If appropriate the animal must be on a leash, unless the leash would inhibit the animal's ability to be of service. Assistance Animals must be contained within the assigned apartment at all times, and can only be transported outside the apartment in an animal carrier or when controlled by leash or harness.
9. Approved Animals may not be left overnight in College Housing to be cared for by another student. Animals must be taken with the Owner if they leave campus overnight.
10. Housing has the ability to relocate Owner and Approved Animal as necessary according to current contractual agreements.
11. The Owner agrees to continue to abide by all other residential policies.
12. Any violation of the above rules may result in immediate removal of the animal from College Housing.
13. Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.
14. The Owner is responsible for care and supervision of the animal. The Owner is required to maintain control of the animal at all times. The Owner is also responsible to ensure the cleanup of the animal’s waste and must toilet the animal in appropriate places. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied before being disposed of. Litter boxes should be placed on mats to protect carpeted surfaces.
15. The Owner is responsible to vaccinate the animal in accordance with local ordinances and regulations. The animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats must have the normal shots required for a healthy animal. Local licensing requirements are followed.
16. The Owner is responsible to submit an annual clean bill of health from a licensed veterinarian for animals, other than cats and dogs, to be housed in college housing. Documentation can be a vaccination certificate or a statement regarding the animal’s health. The college has authority to direct that the animal receive veterinary attention. Local licensing law is followed.
17. The Owner must provide a copy of the license to be held on file. Dogs and cats must be licensed. (e.g., New York law requires that every dog be licensed and provides that service dogs are exempt from the license fee).
18. Service Animals must be properly trained.
19. The Owner is responsible to have the animal spayed or neutered before moving into college housing. A copy of the veterinarian’s report must be on file.
20. Approved Animals must wear collars and tags at all times.
21. The Owner is responsible to see that Approved Animals do not enter restricted areas:
   a. The College may prohibit the use of Service Animals in certain locations because of health and safety restrictions (e.g. where the animals may be in danger). Exceptions to restricted areas may be granted on a case-by-case basis by contacting The Office of Student Life and the appropriate department representative; the person directing the restricted area has the final decision.
   b. All areas except for the Owner’s privately assigned living space in housing are off limits to approved Assistance Animals without prior authorization from The Office of Student Life.
22. The Office of Student Life may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

Requirements for Faculty, Staff, Students, and Other Members of the College Community
Members of the College community are required to abide by the following practices:
1. They are to allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet a Service or Assistance Animal unless invited to do so.
3. They are not to feed a Service or Assistance Animal.
4. They are not to inquire for details about the owner’s disabilities. The nature of a person’s disability is a private matter.

Removal of Approved Animal
The College may exclude/remove an Approved Animal when 1) the animal poses a direct threat to the health or safety of others, or 2) the animal’s presence results in a fundamental alteration of the College’s program, or 3) the owner does not comply with Owner’s Responsibilities in College Housing, or
4) the animal or its presence creates an unmanageable disturbance or interference with the King’s community.

**Moving In and Out**
Main Contact: Jonathan Sheaffer, Assistant Director of Student Life ([housing@tkc.edu](mailto:housing@tkc.edu)) and Housing Directors

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>Spring 2018</th>
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<tbody>
<tr>
<td><strong>New Student Check-In</strong></td>
<td><strong>New Student Check-In</strong></td>
</tr>
<tr>
<td>Saturday 8/19/2017 9:00 a.m. – 3:00 p.m.</td>
<td>Thursday 1/4/2018 9:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td><strong>Returning Student Check-In</strong></td>
<td><strong>Returning Student Check-In (If not in residence fall semester)</strong></td>
</tr>
<tr>
<td>Friday 8/18/2017 9:00 a.m. – 3:00 p.m.</td>
<td>Thursday 1/4/2018 9:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td><strong>Check-Out (If not returning spring semester)</strong></td>
<td><strong>Student Check-Out</strong></td>
</tr>
<tr>
<td>Friday 12/15/2017 Before 5:00 p.m.</td>
<td>Monday 5/7/2018 Before 3:00 p.m.</td>
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</table>

**Check-In**
Returning student check-in takes place Friday, August 18, 2017 and new student check-in Saturday, August 19, 2017. Students who wish to check in at other times must make arrangements with the Office of Student Life by emailing [housing@tkc.edu](mailto:housing@tkc.edu). Except for pre-approved student leaders, athletes, and student workers, early arrivals are not permitted before August 18. Improper check-ins will incur fees. Students who arrive before their move-in date without approval from the Office of Student Life will be fined $50 per night.

**Check-Out**
Student check-out for fall 2017 is Friday, December 15, and Monday, May 7, for spring 2018. Students returning for the spring semester will not check-out after the fall semester. Students checking out prior to the end of the semester must arrange to do so with the Office of Student Life by contacting [housing@tkc.edu](mailto:housing@tkc.edu). Improper check-outs, including missing mandatory housing meetings, will incur a minimum $50 fee.

Students must attend the mandatory housing meeting at the end of the academic year. They also must schedule a check-out appointment at least 24 hours in advance with their Housing Assistant, remove all personal belongings, and clean their apartment before checking-out in accordance with the Cleaning Inspection Checklist, which can be found on the Student Portal.

At the check-out appointment, a Housing Assistant completes the Apartment Condition Report with the student, making note of any changes, and collects keys/fobs. The apartment should be left in the same or better condition than it was found.
After the check-out, a member of the Office of Student Life will check the apartment to determine if any fines will be applied for damaged property and unclean conditions. If a student moves out at any time during the academic year, they will continue to be responsible for all housing charges through the end of the academic year, unless granted an appeal by the Housing Appeals Committee.

**Departure Checklist**

Students must perform the following prior to vacating apartments:

- **CLEAN** (sweep, dust, scrub, remove marks, sanitize) all rooms, floors, walls, windows, furniture, appliances, fixtures, etc.
- **REMOVE** all personal belongings including kitchenware and all non-King’s issued furniture.
- **RETURN** furniture to its original condition and location.
- **REQUEST** a check-out appointment with a Housing Assistant at least 24 hours prior to departure.
- **RETURN** all keys and fobs to the Housing Assistant.
- **COMPLETE** Housing Deposit Refund Request Form if not returning to King’s housing the following semester (for those living in King’s housing before the 2015-16 academic year).
- **COMPLETE** a change of address form at the U.S. Post Office or at [usps.com](http://usps.com). *Note: The King’s College is not responsible for student mail.*
- **UPDATE** your address, email, and phone on the [Student Portal](http://).  

**Extensions**

Students are allowed to remain in campus housing as long as they are officially enrolled in courses at The King’s College. Exceptions or extensions are considered on a case-by-case basis. Written requests should be submitted to the Assistant Director of Student Life at [housing@tkc.edu](mailto:housing@tkc.edu). Students who withdraw, are dismissed, or suspended for any reason will be granted up to seven days to move out of College housing, unless permission for additional time is granted by the Assistant Director of Student Life.

**Service Elevators**

**West and Washington Residences**

The service elevator is available from 9:00 a.m. – 5:00 p.m. with an approved Service Elevator Pass, which can be arranged by contacting the Office of Student Life at least three days in advance, although the elevator is reserved on a first-come, first-served basis and so should be reserved as soon as possible. All non-luggage items (e.g. furniture, televisions, luggage carts, boxes, etc.) must be moved via the service elevator (access is on the side of the buildings).

**Wall and Hanover Residences**

The service elevator is available from 8:00 a.m. to 7:00 p.m. All large items (e.g. furniture, televisions, etc.) must be moved via the service elevator. Please contact the Office of Student Life if you need to use the service elevator.

**Clark Residence**

The Clark Residence does not have a service elevator.

**Apartment Decor**

The King’s College encourages residents to decorate their apartments. All decorations, posters, photographs, etc. must be in good taste and in keeping with the mission of the College. King’s prohibits residents from hanging pornographic, highly suggestive, or occult themed materials. Students should be considerate of their roommates. Students should not hang anything that requires spackling and painting at the end of the year. The following are not permitted:

- **Painting**
The King’s College 2017-2018 Student Handbook

- Wallpaper, contact paper, or other strong adhesives
- Large screws or large nails
- Anchors in walls, ceilings, and doors

Students may use pushpins and small finishing nails; however, these must be removed prior to check-out. Apartment door decorations are not permitted except at the Clark Residence. Please ask a Housing Director if you have questions.

**Apartment Assessments and Damages**

Main Contacts: Jonathan Sheaffer, Assistant Director of Student Life (housing@tkc.edu) and Housing Directors

Apartment assessments are completed when a student moves into residential housing and after s/he departs. Each student should review the Apartment Condition Report, which records the condition of individually assigned items (e.g. bed, desk, and chair) and shared apartment items. The Apartment Condition Report is used to assess assigned items and calculate apartment damages.

The student will be held responsible for any and all damages to the room, its fixtures, or its furnishings, which cannot be attributed to normal wear-and-tear. The cost of repair or replacement will be charged to the student’s accounts. Damage to shared items is billed jointly to all roommate accounts unless one individual takes responsibility.

**Building Common Area Damage and Property Liability**

Students are not permitted to take, damage, or deface College or residence property. Costs to repair, replace, or restore College property to its original condition will be billed to the responsible student(s).

**Billing for Damages**

If a student’s apartment is damaged, the charge will be placed on the student’s account. A hold will be placed on the student’s records until the bill is paid in full. Financial aid funds cannot be applied to damage fees. All charges billed must be paid no later than the date indicated on the billing statement. Failure to comply may result in any or all of the following:

- Cancellation of student’s housing reservation for the following year.
- A hold on student’s records, transcripts, and registration.

If a student wishes to appeal damage charges, an appeal letter must be submitted to the Assistant Director of Student Life (housing@tkc.edu) within 30 days of notification.

**Summer Housing**

Main Contacts: Jonathan Sheaffer, Assistant Director of Student Life (housing@tkc.edu) and Housing Directors

The King’s College offers summer housing to King’s students who have completed at least one semester of course-work at the College. Students who register for and pay the corresponding housing fees are assigned summer housing in buildings determined by the Office of Student Life.

Students who are full-time (30 hours per week) summer workers for The King’s College receive free housing if they join the rotation of lock-out/emergency phone holders and assist with NYCItern summer housing move-ins and move-outs.
The King’s College 2017-2018 Student Handbook

Housing Standards
Main Contacts: Jonathan Sheaffer, Assistant Director of Student Life (housing@tkc.edu) and Housing Directors

Married Student Housing
Married student housing is offered at the Clark Residence, space permitting. The Clark Residence offers double occupancy studio apartments. Married residents are charged for two beds.

Married students residing in College housing are required to abide by all College policies, with the exception of overnight guest policies and privacy hours. Married couples are responsible to ensure guest behavior is consistent with The King’s College community standards.

Primary Residence Requirement
The King’s College student housing must be a student’s primary place of residence during a contracted term. This means that the student must live in their assigned housing more than 50% of the time. If it becomes clear that King’s housing is not the student’s primary residence, the student may forfeit his or her place in housing without refund.

Routine Cleaning
The King’s College expects residents to regularly perform the following apartment cleaning tasks:
- Sweep floors/vacuum carpet
- Wipe and/or scrub stove top
- Clean the inside of conventional and microwave ovens
- Wipe out the refrigerator and dispose of stale food
- Clean and disinfect sink, tub/shower, and toilet bowl
- Clean and disinfect tile in the bathrooms (floors, shower, and walls)
- Clean the inside windows with glass cleaner

Students living in carpeted apartments may check-out a vacuum cleaner by contacting their Housing Assistant. Students are expected to clean spills immediately. Failure to keep carpet clean may result in a fine. Housing Assistants are available to help students select the appropriate methods to clean spills.

Monthly Apartment Inspections
Housing Assistants conduct monthly apartment inspections for all students in King’s housing in accordance with standards defined by the Office of Student Life. Apartment inspections are the joint responsibility of all persons residing in an apartment. Residents must comply with the Apartment Inspection Checklist on the Student Portal.

Inspections will generally take place during the work day. Residents do not need to be present, but may be if they choose. The Housing Assistant will make residents aware of a scheduled room check at least one week in advance.

After any failed inspection, the Housing Assistant will schedule a follow-up inspection to take place within 72 hours of the original appointment; residents must pass at that time.

Each failed follow-up inspection throughout the year will result in a $50 fine per resident. The fine will be used to hire a professional cleaning service.
The King’s College 2017-2018 Student Handbook

The College has a right to contract a cleaning service at any time if an apartment is deemed unsanitary. The cleaning charge is billed directly to the residents’ student accounts.

Extermination/Pest Control Procedures
To request pest control services, fill out a Maintenance Request on the Student Portal. Residents should fill out a maintenance request form and/or contact their Housing Director immediately if they are experiencing any signs of a pest issue. (i.e. they believe they may have bed bugs, they see a roach or mouse in their apartment).

Bed Bugs
Unfortunately, bed bugs are a common problem in New York City. However, steps can be taken to prevent an infestation, and if caught early, they can be effectively treated and eradicated from an apartment. Residents should never bring furniture (i.e. bed frames, mattresses, box springs or upholstered furniture) found on the street into an apartment. When traveling, especially when residing in a hotel or an unfamiliar housing accommodation, residents should check the bed and furniture for signs of bed bugs. Before returning to their apartment, residents should check their belongings and suitcases for signs of bed bugs. If a resident has potentially come in contact with bed bugs, they should immediately wash and dry their clothing on hot settings or store the belongings in a sealed plastic bag until they can be washed. If it is confirmed that an apartment has bed bugs, the residents will be required to perform the following steps prior to an extermination treatment:

- Wash all clothes, blankets, and all bedding, etc. in hot water and dry on high heat.
- Immediately bag them in plastic garbage bags. Tie it up, and use duct tape to seal it as much as possible.
- Blow dry/vacuum and then remove all books, trinkets, EVERYTHING off of all dressers, desks, counters. Plastic garbage bag and seal these items as well.
- Use a blow dryer or the hose on vacuum provided by the school to vacuum all books, shoes, throw pillows or anything else that cannot be put through the washer and dryer. Plastic garbage bag and seal these items as well.
- Deep clean the entire apartment. Clean the kitchen and bathroom. Anything in the kitchen or bathroom cabinets do not need to be bagged, but clean off the counters and put all items into a drawer or cabinet.
- Any frames, mirrors, and artwork hanging on the walls need to also be removed (they don’t need to be bagged) and also blow dried or vacuumed.

Residents are responsible for the costs associated with the outlined steps.

Following the extermination treatment, the residents must keep their items bagged. Residents should take what they need out quickly and re-seal, making sure to wash/dry on high heat all used items again before putting anything back in the bag. Residents will need to follow this process until the extermination technician returns for a follow-up check of the apartment. The typical time between the extermination treatment and follow-up appointment is two weeks.

Guests
Residents may host guests outside of privacy hours, providing that the presence of guests is not a breach of a roommate contract. Residents are responsible for the behavior of their guests. Guests are expected to comply with College policies and federal and state laws. Should guests violate any of The King’s College rules and regulations, the College may deny them permission to be on housing premises.
The following policies are in place to ensure safety and respect in our community:

- Residents must accompany guests at all times.
- Residents may not give their keys/fobs to guests at any time.
- Residents and guests may not congregate in areas such as hallways or stairwells.
- Residents and guests may not sit, stand, or walk on ledges of rooftops or windows, or on fire escapes.

Privacy Hours

Only approved overnight guests are allowed to remain in King’s housing during privacy hours. When all roommates give expressed consent, privacy hours do not apply to same-sex King’s students who reside in the same building. Privacy hours are:

- Monday – Friday: 1:00 a.m. – 8:00 a.m.
- Saturday – Sunday: 2:00 a.m. – 9:00 a.m.

Overnight Guest Privileges

Guidelines for hosting an overnight guest at any King’s housing location are below. The College reserves the right to revoke overnight guest privileges for any resident who does not comply with the following guidelines.

- Opposite sex guests are not permitted to stay overnight.
- Residents may host overnight guests for a maximum of three consecutive nights in a seven-night period, and no more than ten nights in a month.
- The maximum cumulative semester stay for any one guest is six nights.
- Residents must be present during the guest’s stay and are responsible for the guest’s actions.
- Prior to inviting a guest, a resident must get consent from each roommate.
- Hosts must submit an Overnight Guest Request on the Student Portal at least 24 hours in advance.
- In the case of an unexpected guest, each roommate still must give consent and the host must submit a form before the guest spends the night.
- Any request for an extension of the number of nights a guest can stay must be submitted at least two business days before the guest arrives and be approved by the Housing Director.
- Guest/resident behavior inconsistent with The King’s College expectations may result in revocation of guest privileges and/or other disciplinary action deemed necessary to ensure the safety and security of the community.
- Residents may not receive any compensation for hosting an overnight guest (i.e. hosting guests through Air BnB)
- In the fall semester, students, including student leaders, athletes or student workers, may not host overnight guests until the first day of classes.

School-Break Overnight Guest Privileges

During school breaks, the following additional stipulations apply:

- If all roommates are gone from the apartment for break then immediate family members of the opposite sex may stay as overnight guests with permission from the Housing Director.
- Prior to guest invitation, all residents, whether present or absent, must give consent.
- Residents may not allow guests to use their room if they are not present in the apartment.

Noise

The King’s College shares residential space in apartment buildings with non-King’s tenants. Residents and their guests are expected to be respectful of their neighbors. Students are encouraged to remain
sensitive to the residents living around them and to respect their neighbor’s right to a quiet and peaceful living environment. Building management reserves the right to evict tenants for violation of noise policies.

New York City has a quiet hours code between 10:00 p.m. and 7:00 a.m. Residents should be especially mindful of their noise levels during these hours. King’s residents are encouraged to be good neighbors by practicing the following:

- Refrain from playing musical instruments during NYC quiet hours
- Keep audio, radio, and television noise to a minimum
- Refrain from talking on cell phones in building hallways
- Notifying immediate neighbors if you plan to have a large gathering in your apartment

**Holiday and Vacation Break Closure**

College housing does not close during holidays or breaks. However, during Christmas Break, there is reduced emergency response coverage. All residents are required to sign a liability release agreement if they stay in housing over Christmas break.

**Maintenance and Repairs**

Maintenance Request forms can be submitted via the Student Portal. Residents should only contact the front desk in situations requiring immediate attention (e.g. flooding, gas leaks, loss of electricity, etc.). If a maintenance request remains unaddressed three business days after the initial submission, residents should submit a second request and the Office of Student Life will follow up. The King’s College and building management reserve the right to enter apartments to perform necessary maintenance at any time.

**Keys and Access Cards**

Main Contact: Office of Student Life (housing@tkc.edu)

<table>
<thead>
<tr>
<th>Building</th>
<th>Keys/Cards Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Residence</td>
<td>Apartment key, mailbox key</td>
</tr>
<tr>
<td>West Residence</td>
<td>Apartment keys, mailbox key</td>
</tr>
<tr>
<td>Wall Residence</td>
<td>Apartment keys, mailbox key</td>
</tr>
<tr>
<td>Hanover Residence</td>
<td>Apartment key, mailbox key, fob</td>
</tr>
<tr>
<td>Clark Residence</td>
<td>Building key, apartment key, mailbox key, laundry card</td>
</tr>
</tbody>
</table>

To ensure community safety, The King’s College expects residents to be responsible for and to carry their own keys/fobs at all times. Students are not permitted to lend or duplicate keys for any reason.

**Lock-out Procedures**

**Wall, West, Washington, and Hanover Residences**

Roommates are responsible for assisting one another should they accidentally get locked out of their apartment. During school hours, lockout keys are available at Student Services. A resident must provide a photo ID to checkout a key.

The front desk of each building has lock-out keys for after campus hours. Any lock-out charges assigned by the buildings will be charged to the student’s account.
Clark Residence
Roommates are responsible for assisting one another should they accidentally get locked out of the apartment. If a roommate is not available, a resident may provide ID at the front desk and ask security to unlock the door.

Lock Policy
The College strongly recommends that all residents use the apartment deadbolt lock while inside the apartment or away from home. Under no circumstances should a student use the deadbolt or any other item to prop the door open, as this creates a security risk. Residents must lock the apartment when no one is home. Under no circumstances should an apartment be left unlocked when residents are not home.

Restricted Room Access
The King’s College or building management may prevent residents from apartment access for reasons such as:
- Dangerous living conditions (e.g. gas smell)
- Delinquent housing payments
- Failure to vacate apartment as agreed contractually
- Residents’ emotional, mental, physical instability

Right to Entry and Search
The King’s College reserves the right to enter apartments at any time for the following reasons:
- Apartment condition evaluations
- Periodic inspections
- General maintenance
- Potential risk to resident’s health or safety
- Housing violation investigation
- Reasonable suspicion that a city, state, and/or federal crime is in progress or has been committed

Renter’s Insurance
The King’s College is not responsible for lost, damaged, or stolen items. Renter’s insurance can be purchased from most insurance agencies for a nominal charge. A student’s belongings may be covered under his or her parent’s homeowner’s policy. Students are responsible to research and arrange insurance coverage for their belongings.

Athletics
Main Contact: Bryan Finley, Athletic Director (bfinley@tkc.edu)
Website: tkcathletics.com/

The Athletic Program at The King’s College is designed to serve students’ interests in sports and recreational activities, whether competitive, recreational, and/or instructional. Emphasis is placed on student leadership and involvement, as well as on the dedication and commitment of club members.

The King’s College is a member of the United States Collegiate Athletic Association (USCAA). Our varsity athletic teams compete locally in the Hudson Valley Intercollegiate Athletic Conference (HVIAC). There are three levels of competition at The King’s College: Varsity (with opportunity for intercollegiate competition), Intramurals, and Club Sports.
### Transgender Student-Athlete Participation

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

- A transgender male student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.

- A transgender female student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth sex.

- A transgender male student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.

- A transgender female transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

### Christian Community and Formation

Main Contact: Eric Bennett, Vice President for Student Development ([ebennett@tkc.edu](mailto:ebennett@tkc.edu))

Website: [www.tkc.edu/student-life#spiritual-life](http://www.tkc.edu/student-life#spiritual-life)

We aim to help students know Jesus as the defining reality of their lives, capture a vision of God that overcomes competing loyalties, and form a life built upon scripture. Our goals focus upon helping each other recognize:

- Our one true God through a life service to Him;
- Our need for guidance from God through the wisdom of the community and the Holy Spirit;
- The necessity of literacy in Scripture in order to discern a life trued to God’s plan; and the dangers of distraction, isolation, uncritically developed ambition, and thoughtless habit formation.

We work hard in a coordinated effort to develop students within our community through church, spiritual discipline, and individual formation:

- We encourage students to belong to a local church through regular participation that goes beyond attending worship services;
We participate in the rhythm of weekly Scripture readings from the lectionary, Sabbath habits, and celebration of Holy Days (The King’s Liturgy, Lectionary Notes);

We form students through access to relationships within their house, with student development staff, and with faculty.

Other important facets of Christian community and formation at King’s include:

- **Fall Retreat**: students, faculty, and staff convene at a camp in upstate New York to kick off the academic year with a school-wide retreat that includes teaching, worship, and the annual house Drama Contest.
- Refuge and Refuge Unplugged: students gather bi-weekly to worship through song, prayer, and brief reflections from faculty, staff, and students.
- **Church Involvement**: when students arrive at The King’s College, their House helps them make connections with churches in the City. Find a church via Faith Street - www.faithstreet.com.
- City Engagement: we engage the City by serving in various missions, churches, and not-for-profit organizations associated with King’s. See list below.
- Evangelism: there are a number of opportunities for students to learn how to share their faith.
- **Public Reading of Scripture**: As Paul exhorts Timothy to do in 1 Timothy 4:13, we devote ourselves to the public reading of Scripture during lunch on Mondays.

**City Engagement**

Main Contact: Eric Bennett, Vice President for Student Development (ebennett@tkc.edu)

City Engagement (cityengagement@tkc.edu) is a student-led program that connects students to volunteer service projects with non-profit organizations. Each House is partnered with an iconic NYC ministry for ongoing service. Students may contact their respective House president to determine the ministry with which their respective House is affiliated. Service Partners include but are not limited to:

**Avail**: House of Susan B. Anthony

Avail is a pregnancy care network for those making decisions about an unexpected pregnancy. They offer free pregnancy tests, ultrasound exams, holistic care, as well as post-abortion support.

**Charity: Water**: House of Dietrich Bonhoeffer

Charity: Water’s mission is to bring clean drinking water to every person in the world. They provide freshwater wells, rainwater catchments, and sand filters to communities in need.

**Cru High School**: House of Winston Churchill

Cru offers resources and programs for students, including meetings, discussion groups, individual mentoring, leadership training, school assemblies, conferences, and retreats. In all these activities, students are in touch with people who care and who can help them develop in the social, mental, and spiritual dimensions of life.

**International Justice Mission**: House of Margaret Thatcher

International Justice Mission is a global organization that rescues victims, brings criminals to justice, restores survivors, and strengthens justice systems. Their global team includes hundreds of lawyers, investigators, social workers, community activists, and other professionals.
New York Gospel Mission is a ministry effort that endeavors to evangelize the nations of the world by reaching the diverse communities in New York City. They do so through church planting, missions teams, and a food pantry.

American Red Cross: House of Clara Barton
Red Cross provides compassionate care to those in need. They provide disaster relief, lifesaving blood, health, and safety services, and also support America's Military families.

Restore: House of Sojourner Truth
Restore commitment is that trafficked women experience greater independence and well-being. Their partnerships with law enforcement, community groups, and churches allow them to identify and connect victims of sex trafficking to a range of resources, including our Safe home program, Outreach program, and Economic Empowerment program.

Let My People Go: House of Sojourner Truth
Seeks to empower the local church to fight human trafficking by loving those most vulnerable. They equip churches and communities to recognize and assist those who are susceptible to human trafficking.

The Bowery Mission: House of Corrie ten Boom
The Bowery Mission is called to minister in New York City to men, women, and children caught in the cycles of poverty, hopelessness, and dependencies of many kinds, and to see their lives transformed to hope, joy, lasting productivity and eternal life through the power of Jesus Christ.

New York Rescue Mission: House of C. S. Lewis
The New York City Rescue Mission exists to provide help and hope to the hungry, homeless and hurting men and women of New York City. They provide a 9-to-12-month recovery program, a career and learning center, an emergency shelter, soup kitchen and food pantry, both medical and social services, well as a clothing closet.
STUDENT ORGANIZATIONS

Student Organizations are student-led initiatives that perpetuate a culture of entrepreneurship at The King’s College for the promotion of a cause or the pursuit of a goal. These groups are comprised of King’s students, but staff, faculty, community members or students from other colleges may be involved. Only full-time students enrolled at King’s may hold offices within an organization. To see a list of current student organizations, visit www.tkc.edu/content/student-life/student-organizations.

Official Organizations

The Student Organization application process and training exist to challenge and encourage student leaders toward excellence, and the renewal process ensures the longevity and fiscal responsibility of Student Organizations. The Dean of Students grants official recognition to organizations that fulfill the requirements for becoming a Student Organization at the recommendation of The King’s Council.

Student Organizations granted recognition receive the following benefits:

- Ability to reserve on-campus space
- Opportunity to apply for grants from The King’s Council
- Ability to use the College name and logo in conjunction with their organization
- E-mail address and web-site hosting
- Utilize support services from Student Development
- Request storage space
- Participate in the student activities fair at New Student Orientation
- Ability for donors to receive tax-deductible receipts for donations
- Be officially listed on the College website
- Advertise on campus

Recognition of New Organizations

The King’s Council considers many factors before recommending the formation of a new Student Organization to the Dean of Students. Foremost in consideration is the expectation for groups to be in line with the vision and mission of The King’s College, and to be sustainable from year-to-year. Other considerations are:

- Amount of interest within the student body (at least ten full-time students)
- The organization’s vision, goals, and objectives
- Whether the proposed organization duplicates the efforts of an existing organization
- Potential conflict with College policy

New Student Organization proposals must include the following:

- Application
- Established executive team structure
- Constitution
- Proposed Budget for year of operation
- Faculty Advisor Agreement (if the organization has an Advisor)
- Signed Hazing Statement
- Agreement to attend Student Organization leader training

The application and a sample constitution may be downloaded from the Student Portal. After students submit all components of the proposal to the Director of Student Organizations, a review of the organization will be scheduled by The King’s Council at the next official meeting. Upon approval by the
Council, the Director of Student Organizations will schedule an appointment with the Dean of Students to discuss the proposal. Within one week following this meeting, the Dean of Students will notify the Director of Student Organizations and the student leaders of the proposed organization whether the organization is approved.

Renewal
Student Organizations must apply for renewal each year in order to maintain their active status. The renewal must be completed between April 15 and October 1. Student Organizations are not considered official or active until the renewal process is complete. The following are the components of the annual renewal process:

- Completed Renewal Application, including an explanation of demonstrable value added to the student body as a result of the organization, the organization’s alignment with mission of The King’s College, and the goal or cause the organization is pursuing
- Election of new leadership team (see House Elections, p. 11 for procedural details). All candidates for student leader positions must submit a cover letter and have a LinkedIn profile in order to run for office.
- Updated constitution and by-laws
- Detailed financial statement for the previous year
- Proposed budget
- Continued compliance with College policies
- Faculty Advisor Agreement
- Signed Hazing Statement

Responsibilities of Recognized Organizations
Student Organizations are responsible to comply with all policies in the Student Handbook. Student Development reserves the right to freeze the account of any Organization that fails to meet the standards outlined in the Handbook.

Recognized organizations represent the College and have the right to use The King’s College name. They are expected to accurately represent the mission and vision of the College. Organizations are responsible to communicate openly with Student Development about difficulties the organization may face, concerns, and plans for expansion.

The leaders of the Student Organization are responsible to provide regular written reports about organizational successes and challenges to the Director of Student Organizations. Each organization will provide brief monthly reports with highlights for the previous month, and more detailed report once per semester (November and April). These reports will include an updated listing of the Organization’s executive team, criteria for and tangible measures of success. The Director of Student Organizations will compile these reports and submit them to the Dean of Students. Organizations that fail to submit reports will be ineligible for grants from The King’s Council the following semester.

Student Organization leaders or their proxies are expected to attend regular meetings with the Director of Student Organizations, as well as training seminars each semester. Leaders who miss more than two meetings may be asked to step down from their leadership position.

Training Seminar
Each year, Student Organization presidents and treasurers are required to attend a financial training seminar. This seminar covers important information related to financial policies, risk management,
record keeping, and other legal issues. Organizations failing to attend these seminars will not be eligible for grants from The King’s Council.

**Alcohol at Student Organization Sponsored Events**

The King’s College complies with state and federal laws regarding the use, sale, possession and consumption of alcoholic beverages. Leaders of King’s student organizations are required to be familiar with [The King’s College Alcohol Policy](#) and to operate within that policy.

Student Organizations may not serve alcohol at events sponsored by that organization, whether on or off campus. No alcohol purchases will be reimbursed by the College. No receipt with alcohol on it will be reimbursed by the College.

**Advisors**

Student Organizations are encouraged to identify a faculty or staff advisor. An advisor can play an important role in helping students develop the organization and harness resources available through the College. It is important to select an advisor who shares the organization’s vision and who can help to achieve its goals. Student Organizations should determine what role they need their advisor to play by writing a clear job description and selecting an advisor accordingly. Student Organizations may change their advisor at any time by submitting a new faculty advisor form and notifying the Director of Student Organizations.

While the College has many excellent faculty and staff, organizations need to determine who is best positioned to meet the current needs of the organization. Developing a list of questions and then interviewing candidates is a good way to screen advisors. The following questions may be useful:

- How much time do you expect the advisor to contribute?
- Do you expect the advisor to attend every meeting?
- What are the greatest needs of the organization?
- Who could help with these needs?
- Who shares a passion for the mission of the organization?
- What skills will an advisor bring to your organization?

Student Organization Advisors perform two important roles. First, the advisor helps an organization fulfill its mission and achieve its objectives. Through coaching student leaders, the advisor can help a Student Organization clarify its vision, set goals, and accomplish those goals. The advisor will have opportunity to help students develop their effectiveness in leadership and management.

Second, the advisor can help prevent problematic or undesirable situations that may arise. These situations typically fall into one of several areas:

- **Finances:** While advisors have no legal responsibility for debt incurred by a Student Organization, they are often the first to become aware of financial problems. Debt should always be a concern and should be brought to the attention of the Director of Student Organizations. For more information about finances, go to: [Financial Responsibilities and Procedures](#).
- **Ineffectiveness:** Student Organizations that don’t meet regularly or are not active may need to refocus or reorganize. Advisors can intervene in these situations.
- **Violations of College policy:** Organizations that violate College policy pose a risk to the Organization and to the College. The Advisor can work with the Dean of Students to rectify such concerns.
The role the advisor plays within an organization will vary depending upon the nature and history of the organization. Organizations that promote student publications, for instance, may require more time and energy to review work than other organizations. Organizations that involve large financial undertakings and high visibility may require more time from an advisor than groups that only meet periodically for discussions.

**Club Sport Resources**

Student Organizations that exist primarily to facilitate an intramural sport should contact the King’s College Athletic Department to take advantage of available resources and/or equipment before spending the organization budget on redundant equipment. Contact Bryan Finley, Athletic Director, 212-659-7200 x3218, bfinley@tkc.edu.

**Advertising**

Once an organization registers an event on the Space Registration Form, the organization can use the Event Services or Announcement Request Form to have the event advertised in the King’s Weekly, the Student Services TV, or the Student Services Twitter or Facebook page. See p. 42 for more details.

**Films**

Students are asked to use discretion in their choice of music, film and video shown or played on campus. Music and sound should not be played at a level that is disruptive to classes, events, or other students.

Movies are copyrighted materials. Therefore, Student Organizations should be aware of several important issues. The first is the use of a movie for “home-use” verses a “public viewing.” Movies shown in a student’s apartment are considered home-use. Movies shown on campus may fall under a public use classification if one or more of the following are true:

- Admission fees are charged to view the movie
- The entire college community is invited to attend the showing of a film

If either of these conditions is met, the sponsoring organization is required to obtain public performance rights. Public performance rights may be obtained by:

- Renting the film from a distributor
- Owning a copy of a film with public viewing rights
- Obtaining written permission from the copyright holder

Several major production and distribution companies have contracted with Swank Motion Pictures arrangements to allow their films to be shown publicly on university campuses. Contact Swank Motion Pictures via their website: www.swank.com.

**Guest Speakers**

Contact: Hannah Grubb, Executive Assistant to the President, 212-659-7200x3604 or hgrubb@tkc.edu.

The College has standard protocols that must be followed when hosting prominent individuals on campus. Consult the Event Planning Checklist for a detailed guide when planning for a speaker to visit the school.

Complete the Space Registration Form. Get a bio for the speaker and a photo (if available). Gather information for advertising (King’s Weekly, signs, digital signs, etc.): bio of speaker, name of event, time, date, location, and audience; complete the Event Services or Announcement Request Form. If a guest
needs a hotel, the College generally books guests at Club Quarters. The hosting organization or department will be charged approximately $300 per night.

**Contracts, Insurance, and Liability**

Student Organization leaders cannot obligate the College to pay for contracted services. Therefore, student leaders who sign a contract may find themselves liable for services or goods that the organization is unable to pay. If a Student Organization needs the support of the College for a contract or lease, the organization leaders should contact the Dean of Students to discuss this option a minimum of two weeks in advance of the date when such goods or services are needed.

Some special events may require a certificate of insurance. The Dean’s Office will assist Student Organizations in obtaining the required certification from the College’s insurer. The College does not provide insurance for students renting automobiles for organization-related activities. Students are responsible to purchase their own auto rental insurance.

Funds paid in excess of $600 require The King’s College to issue a 1099 Form to a vendor. To expedite this process, a student must acquire a completed W-9 Form from vendors. This form is available at www.irs.gov.

**Licensing for the City of New York**

When hosting College-sponsored events in the public parks of New York City for 20 or more people, it is the responsibility of the Student Organization to obtain the appropriate permits. If you are planning a field day, game tournament, party or any other type of event, apply for a special event permit. The form for a Special Event Permit can be found on the NY Parks Department website: [Parks Department for Park Permits](#). In order to reserve a NYC Parks athletic field or court, go to the NY Parks Department website: [Parks Department for Field and Court](#). To have amplified sound, a permit must be secured through the local police precinct: [NYPD’s Sound Permit Application](#).

**Empire State Tribune and Its Relationship to The King’s College**

The Empire State Tribune (EST) is the official student online newspaper and printed magazine of The King’s College. The EST has a faculty advisor and student managers and editors whose work may be eligible for academic credit. The EST has the right to use school facilities and IT infrastructure and is eligible to receive College funds. The staff producing the EST and its YouTube video broadcast, The Weekly Bull, seek to follow professional standards as established by The Society of Professional Journalists Code of Ethics.

The EST is an independent student newspaper and a member of the Collegiate Network of independent student newspapers. The Collegiate Network provides a grant for printing issues of an EST magazine and assists student editors and reporters in securing journalism internships. As an “independent” student newspaper, the EST is not a public relations vehicle for the college. The responsibility for ethical and quality journalism rests with student editors and reporters. If any college staff, faculty or students are concerned about coverage, they should request to meet with the editor and faculty adviser to discuss these concerns.

The EST news meetings are open to visitors who request to attend to observe how the news judgment and story selection takes place.
CAMPUS RESOURCES AND GUIDELINES

Student Services Desk
Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200
Location: 6th floor at 56 Broadway

The Student Services desk is a one-stop location to find information and services at The King’s College. Student Services Representatives are available during all hours that the College is open to assist students, faculty, staff, parents, and guests.

Student Services Representatives manage event publicity and activities via the following:
- King’s Weekly: a weekly e-newsletter sent to all e-mail accounts with campus announcements and involvement opportunities.
- Campus Calendar
- TV monitors and bulletin boards on the 1st, 5th, and 6th floors
- Postcards
- 11 X 17 Posters

For more information about advertising, see the Event Registration and Advertising section of this Handbook.

Campus Hours
Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

| Campus hours (academic year): | Monday – Friday: | 8:00 a.m. – 10:45 p.m. |
|                              | Saturday:       | 10:00 a.m. – 9:45 p.m. |
|                              | Sunday:         | 12:00 p.m. – 9:45 p.m. |
| Campus Hours (summer):       | Monday – Friday: | 8:30 a.m. – 5:30 p.m. |
| Student Union (academic year):| Daily:          | 8:00 a.m. – 12:00 a.m. |
| Student Union (summer):      | Daily:          | Closed                 |
| Office hours:                | Monday – Friday: | 8:30 a.m. – 5:30 p.m. |


New Student Orientation
Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

New Student Orientation (NSO), required for all new students, is designed to welcome new students to The King’s College and prepare them for a smooth transition into college life. Parents and family members are welcome to join their students for select programs and may register at: kingsnsofall2017.eventbrite.com.

New students should complete the New Student Checklist prior to NSO: www.tkc.edu/wp-content/uploads/new-student-checklist-fall-2017-1.pdf (download a PDF version at the bottom of the page under “Resources”).
Health Insurance
Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

Proof of health insurance is only required for international students and student athletes. However, The King’s College encourages all students to secure health insurance to prevent financial burden in the event of a medical emergency. If a student has been enrolled under his or her parents’ policy, s/he should confirm that coverage still applies in New York State. Group health plans may not cover full-time student dependents once they reach a specific age or once they are married. In addition, students who have declared financial independence for financial aid may not be covered. We urge students who are covered by an HMO, PPO, or similar plan to determine the extent of coverage available.

If a student does not have health insurance, they may purchase insurance from a provider of their choice. New York State of Health is a useful tool: www.healthbenefitexchange.ny.gov/

Student athletes are required to have proof of health insurance prior to participating in an official College athletic team. International students are also required to have proof of health insurance upon the first day of class each semester.

Students should include health insurance information, including the provider and insurance number, on the Emergency Contact Information form located in the Student Portal. For additional information about health insurance, refer to the College website: www.tkc.edu/health-wellness/

Gym Facilities
Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

Students may opt into a gym membership each year. Current gym membership offerings to King’s students are listed on the website at www.tkc.edu/health-wellness/.

Event Planning, Registration, and Advertising
Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

The Comprehensive Calendar is set during the spring semester for the upcoming academic year. While it is possible to schedule additional events, members of the community need to plan around previously scheduled events. See the comprehensive calendar at www.tkc.edu/wp-content/uploads/comprehensive-calendar-2017-2018.pdf.

To reserve a space on campus, complete the online Space Reservation Request form. To request services for an event or an announcement, complete the online Event Services or Announcement Request form. Events involving over forty guests are automatically featured on the comprehensive calendar except closed House and Student Organization events.

Event Planning Points of Contact
These requests must be submitted through the Event Services or Announcement Request form.

- Media Services – Media Lab, medialab@tkc.edu
- Advertising – Student Services, studentservices@tkc.edu
- Extending Campus Hours, King’s Weekly, Event Set Up – Katie Steele, ksteele@tkc.edu
- Outside Rentals – Megan Phelps, mphelps@tkc.edu
Space Reservation Guidelines

- Classes take priority in reserving campus space. Room reservations are not made until class reservations are finalized each semester.
- The first floor lobby is available with approval from the Assistant Director of Conferences and Events.
- Event coordinators are responsible for placing trash in trash cans and restoring the room to its original condition. A $50 fee will be applied to groups who do not return the room to its original condition.
- Alcohol may not be served at House-sponsored, King’s Council-sponsored or student organization-sponsored events, regardless of whether students are of age.
- Outside organizations using College space must be approved by the Director of Conferences and Events and complete the appropriate paperwork.

Advertising and Announcements

Main Contact: Student Services (studentservices@tkc.edu), 212-659-7200

The Event Services or Announcement Request Form automatically prompts event coordinators to select preferred advertising options. This form is also used to advertise off-campus events or include announcements in King’s Weekly. If any detail about your event changes, contact Student Services at studentservices@tkc.edu or 212-659-7200.

Posters and slides must be created and submitted to Student Services through the form listed above. Once approved, Student Services will post advertisements on designated bulletin boards, sign stands, TVs, and tables based on priority. If postcards are requested, Student Services will print color postcards for distribution on the first, fifth, and sixth floor student lounge areas. Students may not display advertisements that have not been submitted to Student Services. The Media Lab is available to help design advertisements upon request.

Solicitation

Door-to-door solicitation within student housing is prohibited, as well as fundraising or sales practices that violate local, state, or federal laws.

Email Publicity

Main Contact: Katie Steele, Assistant Director of Conferences and Events, ksteele@tkc.edu

The all-student email list is reserved for official College use only. The King’s Weekly is the College’s main platform for campus news, academic announcements, updates to College policies, and information about College-sponsored events. Student organizations, non-official department sponsored events, and clubs who would like to send email announcements should submit their requests using the Event Services or Announcement Request Form and selecting “Announcement Request.”

Political Activities

The King’s College welcomes discussion of political issues and encourages students to take part in the political process. The King’s College is not required by law to host political candidates on campus. However, the College welcomes political candidates to speak on campus under the following parameters:
The King’s College 2017-2018 Student Handbook

Approval Process

- The Director of Conferences and Events, in conjunction with the Office of Advancement, approves political candidates speaking on campus.
- Events must be scheduled through the King’s Event Planning process (See “Event Planning, Registration, and Advertising” above).

Fees

- Admission fees and requests for political contributions are not allowed.
- The Director of Student Services will determine applicable facility fees.
- The sponsor or organization must pay for additional campus security if needed.

Publicity

- The sponsor or organization may publicize the event using the Event Services or Announcement Request form.
- The College name or other branding logos are not permitted on campaign flyers.
- On-campus advertisements must be approved through Student Services.

Media and Political Literature

- Press invitations must be approved by the Dean of Students and the Vice President for Marketing and Communication.
- Political literature may be distributed at the event, but nowhere else on campus.

Safety and Security

- The College limits the number of attendees to adhere to building and fire codes.
- Guests must adhere to the policies and behavioral guidelines outlined in the Student Handbook.

Disruption of College Activities

Students may not participate in any activity or protest that: disrupts or interferes with the rights of other students, faculty or staff to participate in the educational program and/or perform duties imposed by the College; disrupts the normal operations of the College or infringes on The King’s College Student Handbook or the rights of other members of the College community; leads or incites others to disrupt scheduled and/or normal activities within any campus building or area; or intentionally obstructs interferes with other student, faculty, or staff freedom of movement on campus. Questions regarding this policy should be directed to Katie Steele, Assistant Director of Conferences and Events, at ksteele@tkc.edu.

Free Speech and Peaceful Assembly

At times, the pursuit of truth may produce conflicts of ideas, opinions, and proposals for action. Individuals may seek to voice ideas, opinions and proposals for action in a public way. As convictions are expressed, one enters the “great conversation” of collegiate life.

The King’s College’s Free Speech and Peaceful Assembly Policy seeks to find appropriate balance between two important sets of potentially competing values. The first is the right to exercise free speech and/or organize a peaceful assembly to express one’s convictions on particular issues. The second is the obligation of the College to insure that the educational program and the pursuits of non-participating faculty, staff, and students are not unreasonably disrupted. It is expected that individuals who exercise their rights of free speech and/or contemplate organizing a peaceful assembly will do so with the understanding that they will comply with all College policies and procedures. Among these are the following time, place, and manner conditions:
The King’s College 2017-2018 Student Handbook

- The time is limited to two hours between 8 a.m. and 8 p.m., Monday-Friday (to allow other uses of the space and to ensure that adequate staffing is available if needed to help ensure safety and civility of all present).
- Permissible locations, if not already in use, are the O’Keeffe Student Union, the First Floor Lobby, and the City Room.
- Amplified sound and signboards larger than 3’x4’ are prohibited (for safety and aesthetic reasons).

The Dean of Students must provide written approval of the assembly at least 24 hours prior to the start of the event.

Violations of the Free Speech Assembly Policy are subject to the conduct process and the full range of sanctions. Exercising free speech and/or organizing a peaceful assembly violates College policy when the event:

1. Includes participants who are not current faculty, staff, or students
2. Threatens property or public safety
3. Infringes upon the rights of others by interrupting a class or any College-sponsored events or activities (e.g. halting a lecture, debate, or any public forum by indirectly preventing the speaker from speaking – even for a brief period of time – or seizing control of a public forum for one’s own purposes)
4. Violates the time, place, and manner restrictions listed above
5. Violates the Photographing and Video Recording Policy
6. Occurs without acknowledging awareness of this policy (i.e. failure to gain approval from the Dean of Students).

The King’s College values freedom of expression and, therefore, supports students’ desires to exercise this freedom in a public way as expressed in this policy. The use of the college forum for expression of ideas or viewpoints in compliance with this policy does not imply College acceptance or endorsement of the views expressed.

Ownership and Use of The King’s College Name and Trademarks

The King’s College registered marks, as well as other names, seals, logos and other symbols and marks that are representative of King’s (together referred to as “name and marks”), whether or not registered, are the property of the College and may be used solely with permission of persons having authorization.

The College protects its name and marks actively from improper or misleading use by individuals or organizations not associated with the institution and will assure that use of the name and marks by faculty, staff, students, alumni, College programs and others is appropriate. As described below, appropriate use indicates that the activity or product with which the name and marks are being used has the necessary approval for use and reflects appropriately on the College’s reputation.

Use of The King’s College name and marks in a manner that implies endorsement of programs, products, or services of any entity not directly associated with, or licensed in writing by, The King’s College is prohibited.

Ownership

The King’s College is the owner of a number of marks registered with the United States Patent and Trademark Office. These include:

- King’s®
The King’s College®
The King’s College logo, seal and lion
House crests and banners

Use of The King’s College name and marks by third parties is strictly prohibited unless written permission from the College has been granted. Registered marks should be shown with the symbol ®, designating their status as federally registered trademarks. Non-registered trademarks should be shown with the designation “TM.”

Prohibited Uses
In keeping with its status as a non-profit educational institution, The King’s College does not permit its name and marks to be used in connection with partisan political activities. Individual faculty, staff, students or alumni may not use The King’s College’s name and marks in association with any commercial activity or outside venture without written permission from the Vice President of Finance.

Approval for Use
The College President has delegated authority for approving use of The King’s College name and marks:
- To the Vice President for Academic Affairs and Dean of the Faculty for use in connection with educational activities, including courseware and related materials developed for teaching at King’s.
- To the Vice President of Finance for use in connection with business activities at King’s.
- To the Vice President for Student Development for use in connection with athletics, the House System, and College merchandise.
- To the Vice President of Advancement for use in connection with promotional materials.

The Vice President of Finance is responsible for protection of The King’s College name and marks.

Photography and Video Recording Policy
This policy describes The King’s College policy relating to usage of recordings, photographs and video taken at The King’s College of King’s students, faculty, and staff of the King’s community.

Use of Images and Recordings
The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of certain student records that are maintained by The King’s College. As a general matter, unless a student consents (or a FERPA exception applies), King’s will not disclose to third parties information from a student’s education records. FERPA does, however, permit King’s to define several types of student information as “directory information,” which the College may disclose to third parties without the student’s consent unless the student (or, for students under 18, a parent or guardian of a student) has requested, in writing, that the College not disclose such information. For the purposes of FERPA, the above-referenced photographs and video of students are considered by The King’s College to be directory information and thus may be used, published or disclosed by The King’s College for the College’s purposes, subject to any limitations in this policy or imposed by FERPA or other applicable laws or regulations.

By enrolling and/or being employed by The King's College, faculty, staff, and students automatically authorize The King's College to create photographic or electronic reproductions of their likeness or voice (photographs, motion pictures, video footage, and/or electronic sound recordings) and use of any such photographic or electronic reproductions for any purpose, including but not limited to educational and other public media as may be deemed appropriate by The King's College, with no financial or other
remuneration for either initial or subsequent transmission or playback. Students waive any rights, claims, or interest they may have to control the use of their identity or likeness in whatever media used.

**Release Form**

This Photography and Video Recording Policy includes the *Release Form* (obtained from the Marketing and Communications Department). The Release Form should be provided to alumni and others not covered by FERPA who have not already authorized personal media and image use through employment. To the extent that photographs or video recordings are intended solely for internal access, such as on an Intranet or in a King’s-only directory, no Release Form is necessary.

**Student Projects**

Media projects completed by prospective and/or currently enrolled students and/or using College audio-visual equipment are subject to review by the Marketing and Communications Department. If the project contradicts, impedes, or demeans the Honor Code, policies in the Student Handbook, or the mission of The King’s College, the College reserves the right to seek the removal of the project and/or pursue disciplinary action against the student(s) who produced the project.

**General Campus and Event Photography and Video**

The College does not permit photography, audio, or visual recording in classes, lectures, faculty or staff offices, or at other events without prior written permission from the instructor or coordinator of the event unless the photography, audio, or visual recording is taken by the Marketing and Communications Department. Only the Marketing and Communications Department may distribute recordings in any media for non-personal use without prior written permission of the instructor or coordinator of the event, even when the original recording was made with permission. Students requiring class recording under ADA accommodations must first register their disability with the Registrar.

It is not generally necessary to obtain a prior release for any individual or group photographed or recorded in video in a public venue or while attending a public event. This includes all public spaces across campus, as individuals have a limited scope of privacy rights when they are in public spaces. Persons can be photographed without their consent except when they have secluded themselves in places where they have a reasonable expectation of privacy (for example, in dressing rooms, restrooms, and apartments). Generally, and to the extent practicable, requests of students and other community members not to be photographed or to be recorded in video, even in public spaces, should be respected.

Please note that The King’s College’s policy is to restrict the use of any photograph or video to the representation, marketing, or promotion of The King’s College only. As a general matter, the College also requests that, to the extent practicable, any request to cease in the use of a photograph or video should be respected.

This policy is intended to address the typical circumstances in which a question arises about the use of photography or video, and does not contain a thorough explanation of applicable law. Please direct any further inquiries to the Marketing and Communications Department.

**Counseling Services**

Main Contact: Eileen Hawkins (counseling@tkc.edu)

The King’s College Counseling Services provide a safe and confidential setting where students can explore personal concerns and receive support for mental health. Counseling Services uses a holistic approach that considers the mental, emotional, physical, social and spiritual well-being of each student.
Services are offered to students without charge, subject to counselor availability. All files are confidential and not part of a student’s educational record.

Students may schedule an appointment by emailing counseling@tkc.edu. The purpose of an initial appointment is to evaluate a student’s concerns and determine what resources are best suited to meet his or her needs. In addition to on campus counseling, many reputable off campus resources are available (see referral list in Student Portal/Counseling for suggestions).

Career Development
Main Contact: Lucinda Sweazey, Director of Career Development: careers@tkc.edu
Website: https://www.tkc.edu/career-development

The Office of Career Development has a clear mission—to prepare and equip students for meaningful careers that manifest the honor, professional skills, and intellectual facility that is developed at the College. Students gain tools and insights from staff in order to develop a plan that suits their individual, long-term career goals.

Services
- **Meet with the Office One-on-One**
  The most powerful and effective development comes from one-on-one meetings. Email the Office of Career Development at careers@tkc.edu to set up a meeting.

- **Workshop Resumes, Cover Letters, and LinkedIn**
  Consult the Resume and Cover Letter Packet, located on the Student Portal under “Career Development”, to bring a resume up-to-date with industry standards. Students should then send their resume to the office at careers@tkc.edu. Someone in the Career Development office will then workshop the student’s resume. A student’s Cover Letter and LinkedIn profile can also be workshopped at in-person meetings.

- **Attend On-Campus Events: Roundtables**
  Career Development hosts Roundtables, where a small group of students can interact with industry professionals and ask questions about calling, career, and vocation. These are invite-only, brown bag lunches, and off-the-record, to encourage candor. To see upcoming Roundtables, go to the Kings Weekly, the Comprehensive Calendar, or email careers@tkc.edu.

- **Attend Marketplace Visits**
  One of the advantages of going to school in New York City is the variety of companies and organizations that are here. Previous marketplace visits have been at Goldman Sachs, Morgan Stanley, and Christie’s Auction House. To see when and where upcoming marketplace visits are happening, and to sign up to attend, email careers@tkc.edu.

- **Attend On-Campus Recruiting Sessions**
  Employers often visit campus to meet with students who are interested in their companies and organizations. To see who is coming to campus and when, go to Kings Weekly, the Comprehensive Calendar, or email careers@tkc.edu.

Resources
- **KingsConnect on LinkedIn**
  KingsConnect is a group of Students and Alumni of the College on LinkedIn. It gives students and alumni access to positions throughout New York City, but even more importantly, access to the network of over 1,000 people students can talk to about their work. Students should familiarize themselves with the online platform as soon as possible because it will be a powerful tool for them to use throughout their careers. Students can find it at www.tkc.edu/kingsconnect
The People List
This is a list of 100+ practitioners open to doing informational interviews with students. To gain access to this list, email careers@tkc.edu.

Internships
Each year, almost 60% of students do at least one internship. To explore internship opportunities, join KingsConnect, where opportunities are posted, and to explore LinkedIn. It is also helpful to meet with the Office of Career Development as early as possible.

YouScience Career Assessment Test
Students can take YouScience’s 90-minute career assessment test at a special rate ($10) to receive a 55-page report of their aptitudes, interests, and recommended career paths. Purchase it at www.tkcedu/epay.

Internships for Credit
Career Development is the primary point of contact for all Internships for Credit. Students who are interested in doing an internship for credit should contact the Career Development department to find out the steps to be approved.

On-Campus Jobs
The King's College offers avenues for on-campus employment on a per-department basis. College departments advertise vacant positions in the King’s Weekly.

Academic Requirements
Students must have a 2.0 cumulative grade point average (CGPA) to be considered for on campus employment. Students must have a 3.0 CGPA to be considered for a Faculty Assistant position on campus. Students who fall below the required CGPA during a semester in which they are employed may not be employed by the College. Work is not an excuse for absenteeism or arriving late to class.

Hiring Procedures
College departments post open positions in the King’s Weekly. Openings are posted for a minimum of one week before interviewing begins.

Once hired, a student must complete the following forms:

- W-4
- I-9 with proper identification
  - Passport OR driver’s license and Social Security card
- Direct Deposit
  - Voided check or Direct Deposit letter from bank
- Student Employment Handbook
  - This document outlines the employment expectations of a Student Worker

Students are not paid until all required forms are filed with Human Resources. Student employment is automatically terminated three days after the employment start date if a valid I-9 identification is not submitted to Human Resources. Prior to the start of employment at the College, students must be cleared by the Registrar to verify academic eligibility and the Bursar to verify that the student is in good financial standing. An email will be sent to both the Student and the Supervisor, once the Student has completed all forms and have been cleared by the Registrar and Bursar’s office, stating that they are able to start working.
Length of Position

The term of employment is one semester unless otherwise stipulated. At the end of each semester, the College evaluates its hiring needs and the quality of a student’s work to determine if an offer will be made for the following semester. There are no guarantees that a job will be carried over from one semester to the next.

Hours

Student employees are not permitted to work more than 20 hours per week during an academic year. If a department believes that a student position requires more than 20 hours per week, the department head must request an exemption from the Human Resources department.

Tutoring

Main Contact: Chris Josselyn, Academic Support Coordinator (cjosselyn@tkc.edu)

Students at The King’s College can participate in free, one-on-one tutoring or study groups with the Faculty Assistants of the classes in which they want tutoring. Students must be enrolled in the class for which they request tutoring. For information about how to secure accommodations or register a disability, see the Disabilities and Accommodations section of this handbook or contact Chris Josselyn, Academic Support Coordinator (cjosselyn@tkc.edu).

Student Success

Main Contact: Jennifer Tharp, Director of Student Success (jtharp@tkc.edu)

The Office of Student Success supports students academically through individual academic coaching, oversight of tutoring support, assistance with academic accommodations, and the Touchstone class for first-year students. The Director of Student Success and other Student Success team members are available to meet with students to discuss motivation, focus, goal-setting, time management, stress management, and strategies for test-preparation, test-taking, note-taking, and reading. Students can also find academic resources on the Student Portal under "Student Success." Students on academic probation, or who are considered academically at-risk, meet with the Director of Student Success at the beginning of the semester and throughout the semester as necessary.

Financial Services

Main Contact: Tasha Azor, Financial Services Representative (financialservices@tkc.edu)

The King’s College has one stop for all of your questions related to billing, scholarships, financial aid, and any other financial needs you or your parents may have. Contact the Student Financial Services or see the College Catalog for more information.

Technical Support

Main Contact: Information Technology (helpdesk@tkc.edu)

All students are provided with a network username and password, an email address, and a Student Portal account. Any questions or concerns relating to these items should be directed to the Information Technology (IT) department. Students may also refer to the technology section of Student Portal. Students are expected to adhere to the Technology Acceptable Use Policy (see below). Failure to do so could result in losing network privileges or other disciplinary action.
Whether on campus or off, the IT department is notified by the internet service provider when someone illegally downloads or uploads copyrighted material. If a student downloads copyrighted material illegally using the internet access provided by The King's College, whether on campus or in student housing, they will receive a written warning from the IT Department and/or the Director of Student Housing. If it happens a second time, the student’s House Advisor and the Assistant Director of Student Life will be notified. After a third offense, Verizon will cut off the student’s internet service, the student will be fined $300 by The King’s College, the approximate cost of setting up new internet service, and the offender will appear before the Honor Council.

Technology Acceptable Use Policy

E-mail and the internet are tools provided by The King’s College for use by students, faculty, and staff. Examples of inappropriate usage include:

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or College protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by The King's College.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which The King's College or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

6. Using a The King's College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction.

7. Making fraudulent offers of products, items, or services originating from any The King's College account.

8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinging floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

9. Port scanning or security scanning is expressly prohibited unless prior notification to The IT Department is made.

10. Executing any form of network monitoring which will intercept data not intended for the student’s host, unless this activity is a part of the student’s normal level of access.

11. Circumventing user authentication or security of any host, network or account.

12. Interfering with or denying service to any user other than the student’s host (for example, denial of service attack).

13. Using any program/script/command, or sending messages of any kind, with the intent to
interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
14. Unauthorized attempts to physically destroy or break into any computer that belongs to College;
15. Accessing sexually oriented internet sites or the receipt, storage, or transmission of sexually oriented material;
16. Providing information about, or lists of, The King's College students or employees to parties outside The King's College.

Email and Communications Activities
1. Copying, sending or posting confidential materials of the College on a website, social networking site or other web entity;
2. Using email to circumvent other established College policies
3. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
4. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
5. Unauthorized use, or forging, of email header information.
6. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
7. Transmission of obscene or harassing messages to any other individual (obscenity, ethnic slurs, racial comments, off-color jokes, etc.).
8. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
9. Use of unsolicited email originating from within The King's College's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by The King's College or connected via The King's College's network.
10. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Computer Lab
Main Contact: Christina Rogers, Director of Library Services (crogers@tkc.edu)

Computers are available for student use in the library, located on the sixth floor at 56 Broadway. These computers have the Microsoft Office suite installed, as well as Internet access. In addition, there is a copier and two printers for student use with their King’s printing account.

Media Lab
Main Contact: Cameron Strittmatter (cstrittmatter@tkc.edu)

The Media Lab is located on the fifth floor at 56 Broadway. Computers with the full Adobe Creative Cloud Suite (Photoshop, Premiere, Illustrator, After Effects, etc.) and photo, video, and audio equipment are available to students for reservation. Podcasting and music recording equipment are also available. When classes are not in session within the Lab, students are welcome to make free use of the computers and the space any time during campus hours.

Students may book private training sessions to learn new equipment, software, and techniques. Contact medialab@tkc.edu to make an appointment. Equipment rentals are free of charge. To rent camera, lighting, and sound equipment, complete The Media Lab Checkout Form.
Rentals

- All rentals must be picked up and dropped off during normal business hours.
- All rentals must be reserved 48 hours in advance and be approved by the Media Lab.
- The Media Lab will not process or approve rental requests during the weekend. They will respond as soon as possible during the week.
- Reservations must be made through The Media Lab Checkout Form. Reservation requests cannot be made via the Media Lab Coordinator’s personal email address or text messages, though questions of any type can be sent to medialab@tkc.edu.
- Rentals may be renewed at the discretion of the Media Lab Coordinator. Renewals must be reserved 48 hours in advance. In the event of high demand for equipment, renewals lose priority to new renters and projects.
- Rentals for class projects will take priority over Student Organization needs.
- Rentals must be picked up and returned during normal lab hours, unless otherwise specified.

Responsibilities

- Students are responsible for all equipment checked out and for all damages during reservation period.
- SD cards, batteries, and most other peripherals will be provided for each student’s rental.
- Memory cards will be returned immediately with the rest of the equipment and summarily wiped. It is recommended that students bring their own mobile storage devices to offload any footage or sound files prior to returning their memory cards.
- If equipment is not returned, a student will receive a hold on their account and be charged the cost of the missing item.

The Media Lab reserves the right to withhold rentals from students who are unable to properly care for the equipment rentals, fail to pay for losses and/or damages, or cause other issues in the Media Lab.

Directory Information

At its discretion, the College may provide “directory information” in accordance with the provisions of Family Educational Rights and Privacy Act of 1974 (FERPA). A student may block the public disclosure of directory information all or in part by noting so on the FERPA Release form. Directory Information includes a student’s name, campus and home address, telephone listing, date and place of birth, program of study, photograph, email address, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and previous educational institutions attended.

Surveys

Academic surveys to or from The King’s College faculty, staff, or students must be approved by the Vice President for Strategic Planning and the King’s Institutional Research Board.

Non-academic surveys must be approved by the Dean of Students with the Vice President for Marketing and Communication. The King’s College receives periodic requests to administer external surveys to students, faculty and staff. Because of the volume of such requests, the College prohibits the distribution of surveys via mass outlets (e.g. King’s Weekly). The College does not provide student, faculty, and staff email addresses for surveys.
Financial Responsibilities and Procedures
All student organizations (Houses and Clubs) must maintain accurate records of the organization’s finances. The treasurer of the organization must submit reports and original (not photocopies) receipts to the Student Development Administrative Assistant, and keep copies for the organization’s records. Keeping financial records accurate and up-to-date is a way of maintaining transparency between the organization, the Council, and the College.

Each student organization is responsible for its finances, records, and debt. The College will assist organizations in this process, but ultimate responsibility lies with each organization to maintain control and accountability of their finances. In the case of unpaid debts, personal expenses, or unaccounted for funds, the officers of an organization will be held responsible to pay all expenses.

Budgeting
Organization officers must plan a budget at the start of each academic year to serve as a guide for the financial expenditures of the organization. Projected income and expenditures must be submitted in a formal budget as instructed by the Council’s Director of Finance under the supervision of the Associate Dean of Students, and approved by the appropriate member of The King’s Council – either the Director of Finance (for Houses) or the Director of Student Organizations (for Clubs). Throughout the academic year, the budget must be tracked to reflect actual income and expenditures. Organizations must meet regularly with the appropriate member of the Council for auditing and oversight purposes.

Rolling Over Funds into New Fiscal Year
Student Organizations
- All unspent funds granted to the Organization will be transferred from the Organization account to the Council account at the end of the fiscal year (August 31).
- All unspent income generated by the Organization will remain in the Organization account and will roll-over into the next fiscal year.

Houses
- Unspent funds in the House accounts will roll-over to the next fiscal year, unless the overall financial strength of the College warrants the transfer of unspent Student Account funds back to the general operating budget.
- If a House does not spend 80% of its budget during the year in which the funds were granted, the Council may grant them less than the approved per student amount in the next fiscal year. The Houses that win the House Cup and Interregnum are exempt from this policy.

Merchandise Purchases and Sales
Purchases
Organizations purchasing merchandise for both internal (current students and employees only) and external (alumni, etc.) constituencies must use the following process:
1. All merchandise designs must be approved by the Associate Dean of Students.
2. Organizations must get at least two merchandise cost quotes, with one being from our preferred vendor – Crossbar Specialties (email bfinley@tkc.edu). Organizations are expected to pursue the most cost-effective option.
3. The King’s College is a tax exempt organization. Every effort must be made to avoid paying sales tax using the tax exempt certificate.

Reimbursement
Organizations wanting to be reimbursed for purchased merchandise (for both internal and external constituencies) must use the Cash Receipts Log. The log, and all funds received, must be given (at one
Sales

“For profit” sales, where an organization charges more than the cost of the merchandise as a fundraiser, is a bit more complex. New York State does not charge sales tax on clothing, so clothing sales can be tracked and processed the same way as the reimbursement procedure.

Non-clothing items however, are charged tax, so all non-clothing sales (whether internal or external) must be processed through King’s Gear in order for the proper tax to be applied. To get an item listed on the King’s Gear site:

1. Email King’s Gear (ksteele@tkc.edu) with the item(s) description, colors, sizes, and the amount you are charging.
2. Provide a high-quality photo of the item(s), preferably taken through the resources available at the Media Lab.
3. At the end of each month, the Associate Dean of Students will transfer funds from sales (minus the Shopify processing fee of approximately 3%) from the King’s Gear account to the organization’s account.

Monthly Reports

To emphasize the importance of strong financial controls, The King’s College requires organizations to submit an Income/Expense Report at the end of each month – their “Live Budget Report.” Organizations that fail to submit this report, or those that submit a report that does not reconcile with the College’s budget tracking system, will have their account frozen (no expenses will be processed) until the report is received, and/or reconciled. Income will continue to be received and tracked.

At official meetings of the student organization, the treasurer should provide reports on the state of the organization’s finances.

Business Purpose

This policy applies to faculty, staff, and students of The King’s College who use or request reimbursement from College funds. College funds are any funds contained within the College financial systems, including House and Student Organization general, restricted, and donation/fundraising monies. The documentation of a business purpose is always required.

When using College funds or requesting a reimbursement from College funds, documentation of a clear business purpose is required so that an approver, reviewer and/or auditor may reasonably conclude and agree that the expenditure is an appropriate business expense.

The business purpose, which is defined as one that supports or advances the goals, objectives, and mission of the organization, adequately describes the expense as a necessary, reasonable, and appropriate business expense for the organization. All expenses must support the organization’s business purpose.

Defining an Appropriate Business Purpose

The 5 “Ws” (Who, What, Where, When, and Why) can help you determine if the expense meets the criteria of an organization business purpose.

1. Who – The documentation must note specifically who the expense is for or who was at the event funded by the organization. Example – Travel Meal: John Smith and Susie Cardinal.
2. What – The College needs to know what type of event or activity occurred, or what was purchased. For example: snacks for House event. **All receipts or invoices must be itemized.**

3. Where – Document where the business activity took place. For example: Van rental for House retreat in Upstate NY.

4. When – Document when an event occurred. For example: 4/23/17 End of Year House Dinner. Travel expense reports should include the beginning and the ending travel dates.

5. Why – Most importantly, substantiate why the expenses are reasonable and appropriate for the organization. The “why” should include the primary reason for the expense. Explanations such as “food,” “meeting,” or “dinner” are NOT sufficient explanations of business purposes. Transactions that are determined to be of personal use or personal benefit will not be reimbursed.

**Final Authority Regarding the Adequacy of Business Purpose**

Final determination of the adequacy of the business purpose explanation and whether it sufficiently justifies the expenditure of organization funds resides with the Vice President for Finance and is administered by the Associate Dean of Students.

**Taxes**

The King’s College is a tax exempt organization. Every effort must be made to avoid paying sales tax using the tax exempt certificate. The use of the sales tax exempt certificate is allowed for business purposes only. You are responsible and accountable for ensuring that sales tax is not charged on purchases. The tax exempt certificate can be obtained by emailing the Student Development Administrative Assistant at studevaa@tkc.edu.

**Collecting Income**

All revenue will be deposited in the organization’s account, managed by Student Development. Organizations must track all income received (checks, cash or credit card transactions).

Cash transactions are more difficult to track, unlike check and credit card transactions. When an organization collects cash, they must use the **Cash Receipts Log** to properly document the cash received. The Cash Receipts Log can be downloaded from the Student Portal.

Organizations are encouraged to provide receipts for sales to customers (see section on tax-deductible gifts). **All** funds collected must be submitted to the Student Development Administrative Assistant for deposit in the organization’s checking account no later than **seven days** after collecting the funds.

**Ticket Sales**

Anytime tickets are sold for an event, the tickets must have pre-printed consecutive numbers and stub receipts. Tickets sales are handled like other cash transactions. Ticket sales should be recorded in a Cash Receipts Log. Students selling tickets are responsible for the tickets in their possession. They must return money for tickets sold to the Student Development Administrative Assistant for deposit into the organization’s checking account.

For organizations using Eventbrite to sell/record ticket sales, the College’s account must be used (do not use a personal Eventbrite account). Select the “Create an Eventbrite” option on the **Event Services and Announcement Request**, and follow the instructions – the Eventbrite option is on page 2.
Procedures for Purchases

Contact: Student Development Administrative Assistant, 212-659-7200 x3401 or studevaa@tkc.edu

All financial forms are found on the Student Portal and are set up to be filled out electronically, then printed for submission/approval. Pre-Approval and Check/Credit Card Request forms must be submitted at least one week before funds are needed. Expense Reports should be submitted for reimbursement within one week of the actual purchase. Any reimbursement request submitted 90 days or more after purchase will not be accepted.

Before Money is Spent

Pre-Approval Request Form (ONLY needed on purchases of $150 or more)

- The Pre-Approval Request (PAR) is used to streamline the purchasing process to a standard procedure. While most companies use the PAR (or Purchase Order) as a contractually binding document between buyer and seller, the College predominantly uses the PAR as an internal check and balance system to estimate cash flow, allowing the College to evaluate how much cash will be spent by the organizations in any given month.
- Fill out only one Pre-Approval per event, i.e. one PAR for the entire estimated cost of your House Retreat, not separate PAR’s for each aspect (travel, food, lodging).
  - Name: The name of the person filling out the Pre Approval Request.
  - Date: The date the request is filled out.
  - House/Organization: The name of the organization making the request.
  - Expected Expense Date: Date the funds will be spent.
  - Purpose: Business purpose of request (see Business Purpose above).
  - Account/Amount: Use the drop-down menu to indicate the appropriate account number, and then indicate the amount you expect to spend.
  - Requestor Signature: The individual making the request must sign here.
  - House/Organization President: The president of the House/organization must sign. If the president is requesting the money, another member of the executive team may sign.

Check/Credit Card Request Form

- Cash advances (e.g. money needed to purchase groceries for a retreat).
- Payment needed (via check or corporate credit card) in advance of goods received (e.g. House shirts).
  - Name: The name of the person filling out the form.
  - Date: The date the form is filled out.
  - House/Organization: The name of the organization making the request.
  - Pre Approval #: if the requested purchase/cash advance exceeds $150, you must get a Pre Approval number prior to submitting this form. Put the Pre Approval number here.
  - Expected Expense Date: Date the funds will be spent.
  - Purpose: Business purpose of request (see Business Purpose above).
  - Account/Amount: Use the drop-down menu to indicate the appropriate account number, and then indicate the amount you expect to spend.
  - Check the appropriate box(es) regarding the nature of your request (credit card, cash advance, or check).
  - Check Recipient Information: Write the name of the person who is receiving the check. If the check needs to be made out to a vendor, then write the vendor’s name. If the check needs to be mailed, include the mailing address.
  - Requestor Signature: The individual asking for the money must sign here.
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- **House/Organization President**: The president of the House/organization must sign. If the president is requesting the money, another member of the executive team may sign.
- Any time a Check/Credit Card Form is used with an invoice, then no other paperwork is required.
- When the Check/Credit Card Form is used with only an estimate (van rentals, hotel reservations, etc.), or without any substantiating documentation at all (when requesting a Cash Advance), then an Expense Report must also be submitted with receipts after the funds are spent.

### After Money is Spent

#### Expense Report Form

- Use Expense Reports to document all expenses incurred in a House/Student Organization account.
  - **Name**: The name of the person filling out the Expense Report.
  - **Date**: The date the report is filled out.
  - **House/Organization**: The name of the organization making the purchase.
  - **Check Recipient Information**: Write the name of the person who is getting reimbursed. If the check needs to be made out to a vendor, then write the vendor’s name. If the expense report is for reimbursement for use of a corporate credit card, then write “The King’s College” and the staff member’s name on the card. If the check needs to be mailed, include the mailing address.
  - **Receipt #:** If multiple receipts are submitted, number the receipts (1, 2, 3, etc.). List the details of each receipt in numerical order on the expense report (one per line). You must submit itemized receipts (i.e. a receipt from a restaurant must include the menu items purchased, not just a total amount due).
  - **Date**: Date of purchase.
  - **Account #:** When filling in the spreadsheet, use the drop down option in the cell to select the appropriate account number.
  - **Expense Description**: See “Business Purpose” above. If the expense was a meal, the names of those for whom food was purchased must be listed.
  - **Pre-Approval #:** If an expense is over $150 and a PAR has been submitted, the Student Development Administrative Assistant will email the requestor a PAR number. Enter this number here.
  - **Amount**: Price of the items on a given receipt.
  - **Subtotal**: The sum of the amounts from all the receipts. This box automatically sums the amounts when filled out.
  - **Less cash received**: If a Cash Advance has been received for this expense, enter the amount here.
  - **Total due**: The amount expected to be reimbursed, minus any Cash Advances.
  - **Requestor Signature**: The individual asking for the money must sign here.
  - **House/Organization President**: The president of the House/organization must sign. If the president is requesting the money, another member of the executive team may sign.

### Under $150:

- Purchase the item without pre-approval.
  - If using cash or personal credit card:
    - After purchase, fill out an Expense Report on a computer.
    - Print the Expense Report and staple all receipts (in numbered order) to the back of the upper left corner.
    - Submit the paper copy of the report (with receipts) to the Student Development Administrative Assistant.
The Administrative Assistant will notify the individual when the reimbursement check is ready for pick up at Student Services.

- If funds are needed prior to the purchase (i.e. a Cash Advance):
  - Fill out a **Check/Credit Card Request Form** for the requested amount.
  - Submit the paper copy of the Check/Credit Card Request Form to the Student Development Administrative Assistant.
  - The Administrative Assistant will notify the individual when the check is ready for pick up at Student Services.
  - After the money is used, fill out the **Expense Report**. Attach all receipts and remaining money from purchase (if any). Be sure to include the amount of the Cash Advance in the appropriate box on the Expense Report.
  - Submit to the Student Development Administrative Assistant.
  - If the purchase(s) are more than the Cash Advance, the Administrative Assistant will notify the individual that a check for the amount of the purchase minus the Cash Advance is ready for pick up at Student Services.

- If an invoice is received prior to purchase or use (e.g. a t-shirt vendor requests to be paid at the time of the order, or a House must pre-pay for their retreat venue):
  - Review the invoice and attach it to the back of a completed **Check/Credit Card Request Form**.
  - Submit the paper copy of the Check/Credit Card Request and invoice to the Student Development Administrative Assistant.
  - The Administrative Assistant will mail the check to the vendor upon request, or the check can be picked up in Student Services.

**Over $150:** Submit a **Pre-Approval Form**.

- Fill out the Pre-Approval Form on a computer.
- Print and submit the PAR to the Student Development Administrative Assistant for approval, along with an invoice or estimate if applicable.
- The Student Development Administrative Assistant will email approval and PAR number to requestor of funds.
- Follow above instructions according to the method of purchase.

**Over $500-** Funds must be paid directly to a vendor. Funds paid to vendors require The King’s College to issue a 1099 Form. To expedite this process, a student must acquire a completed W-9 Form from vendors. This form is available at www.irs.gov or from the Student Development Administrative Assistant.

**Reimbursement/Per-Diem Policy**

The College does not reimburse per diem, but reimburses the actual cost of meals. **Itemized** receipts (not summarized) for meal purchases must be submitted with expense reports. Meals receipts must include either: the name of each individual for whom the meal was purchased on the receipt OR names typed on the expense report submitted with the receipt. Only itemized receipts will be accepted.

**Travel**

Up to three meals per day may be expensed to the student organization budget while members are traveling on the behalf of the organization. The cost of meals shall not exceed $8.00 for breakfast per member, $10.00 for lunch and $15.00 for dinner. Snacks and drinks purchased separate from the meals are a personal expense. When a meal is provided as part of the cost of an event or hotel reservation, the daily limit will be decreased accordingly.
Example 1: If breakfast is provided at a hotel, the daily limit will decrease from $33.00 to $25.00 ($8.00 being the portion of the daily limit allotted to breakfast).
Example 2: If lunch is provided in the cost of conference registration, the daily limit will decrease from $33.00 to $23.00 ($10.00 being the portion of the daily limit allotted to lunch).
Example 3: If only $5.00 per person is spent on breakfast, the lunch and/or dinner amounts may NOT be increased by $3.00.

Meeting Expense
If the members of the organization are not traveling, but the organization chooses to provide meal at a meeting, the cost of the meal will not be reimbursed unless the following criteria is met: 1) the sole purpose of the meeting is to conduct business related to the organization and there is a clear, compelling, legitimate purpose for the meeting and 2) the purchase of food adds value to the meeting. This “business purpose” should be written on the expense report submitted for the receipt. The cost of the meal per person attending should not exceed $8.00 for breakfast, $10.00 for lunch and $15.00 for dinner. Any exceptions must be granted in writing by the Associate Dean of Students at least 7 days prior to the expected expense.

Events
If the organization chooses to provide food at an event that is open to the student body, and/or to individuals outside the student body, the cost of the food should not exceed $15.00 per person in attendance. Any exceptions must be granted in writing by the Associate Dean of Students at least 7 days prior to the expected expense. Unless approved (see above), expense reports submitted for amounts that exceed $8.00 for breakfast, $10.00 for lunch, $15.00 for dinner, or $15.00 for each person at an event will only be reimbursed to the appropriate limit, and the officers of the organization are responsible for the remainder of the cost.

Costco Purchases
Students who wish to make bulk food purchases for a student organization-sponsored event may use The King’s Council Costco Membership Card. Contact the Director of Student Organizations to arrange to pick up the card. Costco only accepts Visa credit cards, so students cannot use a corporate credit card to make their purchase.

Fundraising
Main Contact: Shelli Cline, Associate Dean of Students (scline@tkc.edu)

Policy
Fundraising is a skill that furthers the development of student leaders and helps prepare them to influence and lead strategic public and private institutions. At the same time, it is unreasonable to ask student leaders, who are only in office for one year, to develop and execute a comprehensive and ongoing fundraising campaign in order to completely fund their House or Student Organization.

In an effort to guide Houses/student organizations toward effective, professional fundraising systems, while at the same time removing the burden of self-sufficiency, student fundraising efforts will be shared between organizations and the Office of Advancement.

Only officially recognized Houses/student organizations are allowed to fundraise. All fundraising activities must be approved by the Associate Dean of Students and the Senior Vice President of Advancement prior to the start of the fundraiser (see process below). Factors considered in the approval process include, but are not limited to: whether the event is consistent with the College’s mission and
values, whether the fundraising efforts will interfere with previously planned College fundraising plans, and whether best donor-relation practices are utilized.

Houses/student organizations are allowed to fundraise externally (via family, friends, alumni, etc.) once per year for special projects (House retreats, end-of-year dinner, etc.). Internally (i.e. bake sales, thrift shops), Houses/student organizations are allowed to fundraise throughout the year, upon approval from the Associate Dean of Students and the Vice President of Advancement (see process below).

To supplement House/student organization fundraisers and help them progress toward self-sufficiency, the Office of Advancement will institute a fundraising campaign targeting alumni who have graduated from King’s in Manhattan. This campaign will focus on long-term support via scholarships, etc.

Procedure

1. A case must be written (up to one page) and sent to the Associate Dean of Students proposing why and how the project furthers the mission or deepens the values of the Organization and/or the College. The case must also include:
   a. The start and end date of the fundraiser
   b. Method of fundraising (Crowdrise, mailed letter, bake sale, merchandise sale, etc.)
   c. A complete list of who the House/student organization plans to solicit
   d. A draft of the fundraising letter. The case and letter must be approved by the Associate Dean of Students before the fundraiser starts.

2. If approved, the Associate Dean of Students will email the case, solicitation list, and the fundraising letter to the Vice President of Advancement for final approval. Once the Vice President of Advancement approves the project, the fundraising letter will be sent to the Marketing and Communications Department for final content review.

3. The Associate Dean of Students will then instruct the House/student organization on how to set up a Crowdrise fundraising page, or how to proceed with an alternate method of fundraising.

4. Once the funds have been received from Crowdrise and processed through the Business Office, the Associate Dean of Students will ensure that the funds are transferred to the Student Account.

5. For internal or offline fundraisers (non-Crowdrise), revenue and a completed Fundraising Log (see Student Portal) must be submitted to the Associate Dean of Students within seven business days of the conclusion of the fundraiser. All funds collected in the form of cash or check must be submitted at one time to the Associate Dean of Students or the Student Development Administrative Assistant. Please do not submit donations to Student Services, Advancement, or the Business Office.

6. Fundraisers are limited in duration to one month. If a House/student organization desires to fundraise for a longer period, they must submit a written appeal for an exception to the Associate Dean of Students.

Tax Deductible Gifts

The King’s College is registered with the IRS as a non-profit 501(c)(3) corporation, and as such, can receive tax-deductible gifts for contributions. Student organizations can only accept tax-deductible contributions as part of The King’s College. Under the College’s 501(c)(3) status, student organizations can work with the Associate Dean of Students to set up a fundraising pages (via Crowdrise) to be used to receive donations.

Students should use the following procedure to process gifts made to a student organization (Houses and Clubs):
1. Checks must be made payable to The King’s College. The student organization’s name should be clearly printed on the memo line.

2. Checks should be delivered to the Associate Dean of Student’s office. The name and address of the donor should be listed on the check or contained within an accompanying letter or spreadsheet.

3. The Associate Dean of Students will give the donations and contact information to the Office of Advancement, who will send receipts to all donors acknowledging their gift to the College. This receipt will also serve as a tax receipt for use with the IRS.

4. Student organizations are encouraged to also send a personal thank-you note to each donor. Funds given in exchange for goods or services are not eligible for tax deductible receipts.

Grants
No House, student organization, or student may apply for, or receive a grant for their organization without the written consent of the Vice President of Advancement. Requests to apply for a grant should be directed to the Associate Dean of Students, who will forward the pertinent information to the Vice President of Advancement.

External Conferences
No House, student organization, or student may sponsor a regional or national campus event or conference without prior written approval from the Dean of Students or Vice President for Student Development.

Travel
Liability Release
A Liability Release Agreement from The King’s College must be signed by students, faculty, and staff each time they take part in any of the following:

- A trip with a House, team, or Student Organization
- An activity considered high-risk
- Campus and community service projects
- Athletic events
- International Ventures
- Other events as determined by the Office of Student Development

Visit Student Services for Liability Release Agreements. The signed forms must be turned in to the appropriate staff or faculty member prior to the event.

Van/Car Reservation
Houses or Student Organizations that wish to rent a vehicle for travel must pay for the vehicle out of pocket and have the cost reimbursed, or must submit a request for a cash advance. The College only allows Houses or Student Organizations to bill the cost of vehicle rental to a corporate credit card if a pre-approval is submitted and approved a minimum of five business days in advance of the requested date, and if proper cost estimates are attached.

Students are permitted to rent 12 passenger vans. Vans holding up to 15 passengers and/or cargo vans may be rented but only if they are of a similar type or model such as the Ford Transit or Dodge Ram Van and are from model years 2014 and newer. Older 15 passenger vans are unsafe and are not permitted. The College will not accept liability for any damages incurred as a result of renting any other types of vans. Expense related to renting such vehicles will not be reimbursed by the College.
Cars or mini-vans rented for all College-sponsored events must have full insurance coverage, so the optional liability insurance must be obtained unless the driver has personal coverage. Only drivers listed on the contract are permitted to drive, as insurance companies only pay a claim if the driver involved in an accident is listed on the rental agreement.

**Toll, Traffic, and Parking Violations**

All toll, traffic, and parking violations acquired while driving a vehicle rented with College funds are the sole responsibility of the driver to pay.
COMMUNITY STANDARDS OF CONDUCT

The Honor System
Main Contact: Nick Swedick, Director of Student Life (nswedick@tkc.edu)

The Honor System at The King’s College exists to foster in students a resolve to live above the intellectual and moral mediocrity of our day. Honor governs the academic and social life of The King’s College community, engendering an atmosphere of trust and honesty, making pursuit of truth possible.

A King’s education involves becoming a person marked by courage, self-control, and integrity—one who does not take moral shortcuts, but who embraces the harder road of virtue. It is these individuals who are best prepared to offer principled leadership in strategic institutions.

Every student, faculty, and staff member makes a public pledge to uphold the Honor Code and shared community expectations outlined in the Student Handbook. This pledge is signified in their signing the Honor Code during New Student Orientation.

The Honor Code states:
A student of The King’s College will not lie, cheat, steal, or turn a blind eye to those who do. Every student is honor bound to confront any other student who breaches the Honor Code.

Honor involves discerning what’s right, counting the cost, and doing what’s required in any given situation. The Code prohibits deception; honor embraces truthfulness in all human relations. The Code forbids cheating; honor calls for complete fairness and justice. The Code prohibits theft; honor requires the utmost respect for the person and property of others.

The viability of The King’s College community depends on every member, which is why the second part of the Honor Code is essential. Students are expected to confront one another when breaches of honor occur.

Philosophy of Discipline
The following principles guide how disciplinary concerns are addressed:

1. **Honor:** The King’s College summons all members toward a higher moral ground, to discern what is virtuous, and count the cost in standing for what is right. Disciplinary issues are rooted in choices to take moral shortcuts that compromise one’s integrity.

2. **Redemption:** The College’s approach to discipline, shaped by the Gospel of Jesus Christ, is redemptive; we purpose to help students restore a right relationship with God and with one another. Even when consequences are assigned, the goal is always restoration and moral development.

3. **Community:** Honor shapes how individuals relate to one another. Confrontation occurs in the context of relationship. Houses, which provide smaller communities of honor within the larger College community, are contexts for accountability and confrontation.

4. **Heart:** While external actions matter, we seek to pursue the underlying heart issues that lead to particular behaviors. Unless issues are addressed at this level, the behavior will return. We strive to foster an environment marked by honesty and acceptance in which deeper issues can be brought to the surface and discussed.

5. **Leadership:** Every member of the King’s community is called to live honorably. However, those entrusted with leadership carry the added weight of their influence, positive or negative, on
those around them. Those who manifest a pattern of dishonorable behavior will be removed from official leadership roles.

Handling Violations

Confrontation: A student who becomes aware of another student in violation of the Honor Code or Student Handbook policies should confront that student. The student should also encourage the person being confronted to inform the offending student’s House Staff Advisor within 48 hours. If the student fails to contact his advisor, the confronting student should do so on his or her behalf.

In cases of Academic Dishonesty, the faculty member in whose course the alleged violation occurs should be informed first, after which he or she will confront the student alleged to have committed the violation; see also the sections below on Academic Dishonesty. The Honor Council may be involved in any cases of Academic Dishonesty by the same student at the discretion of the Director of Student Life in consultation with relevant faculty members.

Stage One – Clarification of Expectations: When a student has been confronted about a violation of College policy, the House Advisor or a House Executive Team member will follow up to make sure the student understands the policy and the College’s expectations. If the behavior persists, the student will be moved to Stage Two.

Stage Two – House Accountability: A student who has not responded to the initial confrontation, who has repeatedly violated College policy, or who has committed any illegal activity will be approached by the student’s House Advisor. The Advisor, with the House Executive team, will mandate developmental sanctions for the growth of the student. Failure to satisfactorily complete the sanctions will result in the student going before the Honor Council (Stage Three).

Stage Three – Case referred to the Honor Council: When the student demonstrates continued disregard for the Honor System and the developmental efforts of the House Advisor and/or exec team, or when the severity of the offense is egregious, the House Advisor will refer the case to the Director of Student Life to take before the Honor Council.

Exceptions: Situations warranting immediate action (e.g. weapon on campus, physical assault, sexual assault, distribution of illegal drugs) will be elevated directly to the Director of Student Life. The Director of Student Life, in consultation with the Dean of Students, reserves the authority to take measures to protect members of the community until the Honor Council can be convened. The Director of Student Life also reserves the authority to assign consequences without convening the Honor Council.

Sanctions: Sanctions deemed appropriate and beneficial to the student and the community are assigned by the House or the Honor Council. Depending on the nature and severity of the offense, sanctions from the Honor Council may include probation, removal from student housing, suspension, or expulsion. See ‘Definitions’ below.

The Honor Council

The Honor Council, the College judicial body, upholds the academic, moral and ethical standards of The King’s College. Chaired by the Director of Student Life or his designee, the Honor Council is usually comprised of four student representatives, one faculty representative and one staff representative. Student representatives are appointed by their respective Houses. The Director of Student Life reserves the authority to adjust the makeup of the Council to protect student confidentiality in sensitive cases (see Sexual Harassment, Assault, and Discrimination below).
The Council adjudicates cases involving issues that threaten the viability of the King’s community, including:

- Academic dishonesty
- Harassment
- Theft
- Ethical, moral, or legal infractions
- Failure to maintain community standards outlined in the Student Handbook

The Council has the authority to assign consequences for violations, including restitution, counseling, educational programming, sanctions directed toward moral development, disciplinary probation, suspension, or expulsion from the College.

The Honor Council also fields grievances brought by a student against another student. Students wishing to file a complaint should contact the Director of Student Life. Complaints must be submitted in writing and contain the date of the incident, names of those involved, and a description of what happened. Upon reviewing the grievances, the Honor Council will determine disciplinary action for students as appropriate.

Student Development may refer criminal incidents to local authorities for investigation and prosecution.

**Disciplinary Process and Consequence Guidelines**

The following chart serves as a guideline for how honor infractions are generally handled. As circumstances shape the nuances of particular cases, the Honor Council reserves the right to determine consequences as the incident warrants.

<table>
<thead>
<tr>
<th>Category</th>
<th>Process</th>
<th>Sanctions</th>
<th>Student Leaders</th>
</tr>
</thead>
</table>
| Violation of Handbook Policy / Community Standard | E.g., Smoking in housing; visitation violations; lying; possession of alcohol in housing; dress code violation | Stage One: Confrontation and clarification of the College’s expectations with student  
Stage Two: Advisor and exec team set sanctions to help student grow  
Stage Three: Case referred to the Honor Council  
Varies by situation; may include developmental sanctions, removal from housing, educational program, fines, disciplinary probation, suspension, or expulsion | Stage One: Student leaders are expected to fully understand college standards. All offenses will be immediately escalated to Stage 2.  
Stage Two: Advisor will set sanctions. Failure to follow sanctions may result in removal from leadership |
| Illegal Activity | Misdemeanors  
E.g., Underage drinking, smoking marijuana | House Advisor clarifies the College’s expectations with student and may move the student into Stage Two | Same as above | Same as above |
More severe
E.g., Drug possession
with intent to sell or
distribute; serving
alcohol to under-aged
individuals; theft;
sexual or racial
harassment; assault
Immediate
elevation to
Director of
Student Life; case
referred to Honor
Council
Depending on severity:
disciplinary probation,
suspension, or
expulsion
Immediate removal
from leadership

<table>
<thead>
<tr>
<th>Academic Dishonesty</th>
<th>E.g., Plagiarism; cheating</th>
<th>Notify faculty member who will inform Director of Student Life</th>
<th>See ‘Academic Dishonesty’ section for details</th>
<th>Immediate removal from leadership (for deliberate academic dishonesty)</th>
</tr>
</thead>
</table>

Definitions

Disciplinary probation means that a student is on formal notice for a specified period of time, during which time specified conditions must be met for the student to continue at the College. Violation of these conditions may result in suspension or expulsion. Suspension means denial of the privilege of enrollment at the College for a specified period of time after which the student is eligible to return. Additional conditions may be specified. Expulsion means permanent denial of the privilege of enrollment. Expelled students are not permitted to be on College premises at any time without written approval by the Dean of Students or designee.

Hearing Process

The Honor Council hears student cases according to the following procedure:

1. Student receives notification of pending charge(s) against him or her
2. Student meets with the Director of Student Life to discuss charges and receives
   a. Opportunity to respond to charge(s)
   b. Explanation of the disciplinary process
3. The Director of Student Life determines if findings necessitate an Honor Council hearing or if some other course of action is necessary
4. If needed, the Honor Council convenes to discuss charges against the student and to assign disciplinary action as warranted
5. Student presents defense at this time
6. Student receives written Council decision and any related disciplinary action

Note: If a student’s behavior is disruptive to the educational environment, and/or dangerous to other students, faculty or staff, the College reserves the right to remove the student from particular settings (e.g. class, sports team, residence building) pending the outcome of the Honor Council hearing.

Appeals

If a student wishes to appeal a disciplinary decision, the student has a right to appeal within five business days of the disciplinary action on one or more of the following grounds:

- **Discovery of significant new factual material.** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known, or could not have been known, to the person appealing at the time of the original hearing.

- **Violation of stated procedures.** To determine if a violation prevented a hearing from being fairly conducted. A determination that a material procedural error has occurred may result in a
rehearing of the case using correct procedures, but a procedural error is not a factor in reducing
a sanction when the appeal upholds a finding of guilt. Immaterial procedural errors will not be
grounds for a rehearing.

- **Insufficient or excessive sanctions.** To determine whether the sanction(s) imposed were
appropriate for the violation for which the student was found responsible.

While the appeal is pending, the student must follow disciplinary sanctions stipulated by the Director of
Student Life and/or Honor Council. The appeal must be submitted in writing to the Vice President for
Student Development and clearly outline the reasons why disciplinary action is deemed unfair. Appeals
will be reviewed by the Appeals Board, comprised of the Vice President for Academic Affairs, Vice
President for Student Development, Executive Vice President, and Vice President of Finance. The
student will receive written notification of the outcome of the appeal within 30 days from the date the
request was received.

**Transcript Notations**
In accordance with New York State Education Law Article 129-A and 129-B, the College will note on a
student’s transcript when a student has been suspended or expelled for crimes of violence (including
sexual assault). If a student withdraws from the College while under investigation of a complaint, his or
her transcript will be marked to say “withdrew with conduct charges pending.”

Students may request removal of a transcript notation by petitioning the Appeals Board. The request
must be in writing and include the rationale for the request. The Appeal should be submitted to the Vice
President for Student Development. The Appeals Board, comprised of the Vice President for Academic
Affairs, Vice President for Student Development, and the Executive Vice President, will review the
request and provide a written response within 30 days from the date the request was received.

**Communication Protocol**
In order for the House System to function optimally, student leaders may need to be advised when
issues arise involving members of their House. In those cases, the following protocol will be followed.

When a student has committed an honor infraction that results in him or her meeting with Director of
Student Life or before the Honor Council, or when a student is facing a significant mental or physical
health concern, the House Staff Advisor will be copied on relevant communication.

The House Staff Advisor will determine whether it is appropriate to inform the House President. When
determining what to disclose to the President, the Advisor will consider: a) what is best for the student,
specifically regarding the relationship of accountability and protection of privacy, and b) whether the
information will be handled maturely. The Staff Advisor and House President will determine whether it
is appropriate to inform the House Executive Team.

The Staff Advisor will ensure that information relayed to students (Advisor to President; President to
Executive team) happens face-to-face rather than by email. Only essential information will be relayed
(i.e., name of student involved, summary information about the incident, and disciplinary stipulations).

The Honor Council’s letter specifying disciplinary consequences will include notification to the student
that the student’s Staff Advisor and Faculty Advisor have been informed of the outcome of the hearing.
Academic Dishonesty

Academic dishonesty includes plagiarism, misuse or misrepresentation of one’s own work (such as resubmitting work from another course or a previous attempt at the same course without permission from the instructor) or that of others, cheating on quizzes and exams, and fraud. Students are expected to know how to quote, reference, and paraphrase the work of other writers, and are held accountable for violation of good ethical and intellectual practices in the use and attribution of such material. Plagiarism includes not acknowledging a quotation, not putting an author’s words inside quotation marks, paraphrasing or summarizing facts or opinions from sources without stating their origin, using long sections that have been rewritten by a friend or tutor, and buying, finding, or receiving a paper that a student then turns in as original work. (This definition is paraphrased from Ann Raimes, Keys for Writers: A Brief Handbook, Boston: Houghton Mifflin, 1996, pp. 62-63.)

Graded work should reflect the individual effort of a single student unless a faculty member has expressly permitted collaborative efforts. If a student is in doubt about any potential course of action, he or she should ask a faculty member for advice.

The College tracks offenses cumulatively over the course of the student’s undergraduate career. Cheating and plagiarism in any form may be considered sufficient grounds for dismissal. The following process outlines the most common penalties for each offense, but more egregious acts of dishonesty may be penalized more severely. For first and relatively minor offenses at the College, a student will typically receive a zero for the graded assignment associated with the offense. A second offense will typically result in the student failing the associated course. A third offense will typically result in dismissal from the College regardless of the severity of the infraction. Proceedings regarding such offenses are conducted by an Honor Council typically comprised of two full-time faculty, one staff, two students, plus the Honor Council Chair. (See the Honor Code section of this handbook for more details on disciplinary course of action).

Dress Code

How we dress reflects the mission of the College, whom we expect to encounter, and what type of impression we seek to create. Dr. Friedhelm K. Radandt, President of The King’s College from 1985 to 2003, writes:

> The funny thing with codes, as is the case with the Ten Commandments, is that none of us can say that we are abiding by them unless we abide by all of them. Thus, while the Honor Code frankly has greater weight than the dress code, the latter is equally important. If we become sloppy in living up to the dress code, then it follows that we will treat the other codes also with only half-hearted dedication. To be sure, the dress code is the most visible indication of whether or not we take this matter of living up to our standards seriously or not. My request is that all of us subscribe mentally and with their hearts to [the dress code] as a way of becoming a strong leadership institution.

The King’s College fosters a culture of professionalism through the dress code. Business-casual is the comfortably relaxed version of traditional business attire. Business-casual is the standard during:

- Business hours (8:00 a.m. - 5:30 p.m.)
- And for all class sessions, regardless of meeting time.

Helpful Guidelines

Men: Khakis or slacks, seasonal sport coat or blazer, open-collar shirt, ties, sweater
Women: Khakis or slacks, just-above-the-knee skirt, blazer, open-collar shirt or knit shirt, sweater
Unacceptable Attire

The following do not qualify as business-casual:
- T-shirts
- Shorts
- Jeans (any color)
- Gym clothes
- Flip-flops
- Anything too tight or revealing
- Torn, wrinkled or dirty clothing
- Caps and beanies
- Distracting accessories

College athletes are allowed to wear official team uniforms on campus during business hours only when they do not have time to change into business-casual attire between their classes and team competitions or team practices.

Note: Professors may count students absent who attend class sessions but are not dressed in business-casual attire.

The process for addressing dress code violations is the same as that for addressing honor infractions (see Handling Violations).

Community Rights and Responsibilities

The King’s College community members possess both rights and responsibilities. If these responsibilities are not upheld and other’s rights are compromised, a student may face disciplinary action, including removal from student housing or suspension.

Each member has a RIGHT to
- Live in a clean and secure environment
- Receive written copies of College housing policies which govern individual and group behavior
- Expect respect and personal property safety
- Study without interference
- Be free from intimidation, harassment or hate crimes on the basis of race, color, national origin, ancestry, gender, religion, age, disability and sexual orientation
- Access staff providing assistance, guidance, and support as needed
- Request and expect roommates to attend meetings for the purpose of resolving issues and living well together

Each member is RESPONSIBLE for
- Keeping track of scheduled deadlines and financial obligations
- Addressing Honor Code violations
- Monitoring guest behavior
- Respecting others’ rights and privacy
- Keeping noise levels to a minimum
- Immediately reporting hate crimes
- Positively contributing to the overall community
- Cooperating and fulfilling reasonable College staff and official requests
- Attending roommate meetings and working through issues that may arise to their best of their ability

Respecting Others’ Rights

Students are expected to conduct themselves with proper respect for the rights, property, and privileges of others. Individuals whose behavior violates these expectations may be subject to disciplinary action.
and/or removal from the College or student housing. If behaviors present an imminent threat to self or others, or represent an egregious and willful affront to the rights of others, the student may be removed without prior notice, pending judicial review. Final disposition in judicial matters shall be the responsibility of the Director of Student Life, the Honor Council, and/or the Appeals Board.

Searching a Student
In consideration of the safety of The King’s College community and every individual member of the College, College staff members have the right to stop and search any student who may be violating federal, state, or local laws. The standard for conducting such searches is articulable suspicion, defined by specific facts rather than a hunch. Articulable suspicion is less than a probable cause standard (E.g. A student tells College staff that a fellow student is selling illegal drugs to other students on campus or a student tells College staff they saw a fellow student with a firearm on campus).

Alcohol
The King’s College purposes to help students assume responsibility for their behavior regarding the consumption of alcohol. The College strives to ensure a campus climate that does not tolerate alcohol misuse or abuse. The College expects students to exercise discernment and prudence if they choose to consume alcoholic beverages.

The King’s College abides by New York State and federal alcohol laws, including the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and the Drug Free Workplace Act of 1988 (Public Law 101-690). The College expects students, whether on or off campus, to obey New York state laws regarding the use, sale, possession and consumption of alcohol.

The following New York State laws and College standards are pertinent:
- Possession, use, or distribution of alcohol by underage persons is illegal and therefore prohibited on and off campus.
- Alcohol may not be served at House-sponsored, King’s Council-sponsored or Student Organization-sponsored events, regardless of whether students are of age.
- No student, House or student organization is allowed to purchase alcohol with College funds.
- Providing alcohol to underage persons, or providing a space for the consumption of alcohol by underage persons, is illegal and will not be tolerated.
- Possession of an open alcohol container in any public area, regardless of the individual’s age, is illegal and prohibited.
- Students are not permitted to possess or consume alcohol (with the exception of specifically labeled cooking wine used for meals) in housing owned or leased by the College, including balconies, stairwells, laundry rooms, roofs and other common areas.

Violations of College standards or state and federal laws, as well as disruptive conduct that stems from being under the influence of alcohol, will be addressed through the College disciplinary process and may bear legal consequences. Depending on the nature and severity of the offense, College disciplinary sanctions may include probation, mandatory alcohol education, removal from student housing, suspension, or expulsion.

The College neither condemns nor condones the consumption of alcohol. The College’s approach to alcohol consumption is shaped by the teachings of Scripture. These include: the exhortation to honor God in everything no matter how seemingly insignificant (1 Corinthians 10:31); avoiding actions that cause harm to others (1 Corinthians 8:12-13); exercising self-control and avoiding drunkenness (Galatians 5:22-23; Ephesians 5:18); and submission to government authority (Romans 13:1-7).
Illegal Drugs
The King’s College supports municipal, state, and federal laws governing the possession, use and sale of controlled substances. Violations of these laws are not tolerated. Any student found using/abusing, distributing, selling, or assisting in the sale of a controlled substance will be subject to disciplinary action, including suspension or expulsion, and/or legal consequences.

The King’s College does not permit possession or use of marijuana for any reason, no matter how small the amount. The possession of marijuana is unlawful under New York State Penal Law 221 and may be penalized by fines and jail time. In addition, violations are subject to College disciplinary action. Use of medical marijuana in any form on campus or campus-related property is prohibited, even with a prescription.

Smoking
The King’s College does not permit smoking on campus or campus-related property. This includes common areas such as balconies, stairwells, fire escapes and laundry rooms. Smoking is prohibited in front of the College’s entrance, 56 Broadway.

Sexual Conduct
The King’s College promotes sexual conduct consistent with biblical teaching: sexual intercourse is to be enjoyed within a married, monogamous, heterosexual relationship. By definition this excludes premarital sex, extramarital sex, and homosexual sex. Sexual activity is not permitted on campus or in campus housing.

Sexual activity includes the disrobing of another person; the touching a person’s penis, vagina, breasts, or anus to arouse or while aroused; watching another person disrobe, masturbate, or engage in sexual intimacy with one another person.

While encouraging an environment of open discussion about human sexuality, the College does not permit campus organizations to promote or advocate for alternate sexual lifestyles. Current and proposed Student Organizations must not conflict with the mission of the College, including the College’s stance on human sexuality.

Hazardous, Illegal or Prohibited Items and Actions
The following items and activities are prohibited in student housing:
- Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits, or other safety equipment
- Possession of weapons, including, but not limited to mace, firearms and ammunition
- Possession of alcohol containers (full or empty)
- Possession of traffic and street signs
- Removal of window screens
- Unauthorized solicitation or recruitment of any kind
- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health, or welfare of a member of the residence community or the regular operation of the College
- Unauthorized access to or use of restricted areas in or about the residence building, including but not limited to roofs, ledges, terraces, basements, storage areas, or emergency exits
The King’s College 2017-2018 Student Handbook

- Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of a residence building
- Theft, vandalism, or damage to another resident’s property or College property
- Excessive noise as defined by New York City ordinance or a residence building policy
- Unauthorized possession, use, or duplication of a residence building room key
- Unauthorized residence building room change
- Installing an unauthorized lock on any door

Prohibited items found in student housing will be confiscated and appropriate disciplinary action taken. Residents in student housing will be held responsible for policy violations by their guests. Any resident or student who was present when a violation occurred may be subject to disciplinary action even though he or she did not actively participate in the offense.

Vandalism, Trespassing, and Other Property Destruction

Vandalism, including but not limited to, defacing walls, floors, ceilings, or other surfaces or tampering with any equipment, appliances or fixtures is prohibited. Littering is also prohibited. The use of an unassigned space without permission, or an area for activities other than its intended purpose, is considered trespassing and is prohibited. Students engaging in vandalism, misuse of facilities, and/or trespassing may face criminal prosecution in addition to College judicial action. Entering restricted student housing areas without authorization is prohibited (e.g. mechanical rooms and roofs).

Hazing and Personal Abuse

The King’s College does not tolerate hazing. Hazing includes:

- Any action that inflicts, or intends to inflict, physical or mental harm
- Any activities that demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants.
- Any action or situation that intentionally or unintentionally endangers a student seeking admission or affiliation with a student organization.

Any student found guilty of hazing will be subject to disciplinary action up to and including expulsion. In addition, both individuals and student organizations can be sued in civil court for mental or physical harm that results from hazing. Individual group members, group leaders, advisors, the organization, and national affiliates may be sued.

All Student Organization presidents and House Executive Team members are required to annually sign the College’s Hazing Agreement. When in doubt, House and student organization leaders are encouraged to consult with their staff and faculty advisors, or with the Dean of Students, to determine whether a particular activity constitutes hazing.

Students who believe they may be victims of hazing are encouraged to immediately report the incident to the Dean of Students or the Director of Student Life.

Hazing Myths and Facts

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been documented in the military, athletic teams, marching bands, religious groups, professional schools and various types of clubs and organizations.
Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others—it is victimization. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be okay.

Fact: Even if there’s no malicious intent, safety may still be a concern in hazing activities that are considered to be "good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips.

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: Respect must be earned. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. Even if someone agrees to participate in a potentially hazardous action, it may not be true consent given the realities of peer pressure and desire to belong to the group.

Myth #6: It’s difficult to determine whether or not a certain activity is hazing.

Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask the following questions:

- Is alcohol involved?
- Will current members of the group refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury?
- Do you have reservations about describing the activity to your parents, to a professor, or to a college official?
- Would you object to the activity being photographed for the College newspaper or filmed by a local news crew?

If the answer to any of these questions is "yes," the activity is probably hazing. Adapted from Death By Hazing (Sigma Alpha Epsilon, 1988.)

Romantic Relationship Advisory

Faculty and staff are prohibited from having romantic relationships with students attending The King’s College. Faculty, staff or students who violate this policy will be subject to disciplinary action and/or dismissal.

Respecting College Representatives

Students must comply with any reasonable requests of The King’s College or building representatives. Residents and guests who harass, annoy, or threaten staff will be subject to disciplinary action.

Behaviors that Endanger Self or Others

If a student exhibits behavior that indicates danger of harming self or others, the College may intervene to protect the individual’s well-being as well as the King’s community. The College reserves the right to require a mental health evaluation or alcohol/drug testing, as a condition to continue attending classes and/or remaining in College housing, when a student’s behavior poses a threat to others, is disruptive to
the King’s community, or when illegal activity is involved. Students who pose a direct threat to the safety of others may be removed from the College and be subject to disciplinary action.

Grievance Procedures

A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner by a College department or a representative of the College.

Grievances Covered by This Policy

A grievance against a College official arises when a student believes he or she has been subjected to inappropriate behavior by a department or College representative acting within their role and duty. A grievance of personal misconduct arises when a student believes he or she has been subjected to inappropriate behavior by a faculty or staff member outside of the employee’s role and duties within the College.

Grievances Not Covered by This Policy

- Grade disputes, academic evaluation disputes, academic dishonesty disputes and other matters related to a faculty member’s assigned duties. The grievance processes for these disputes are located in the Academic Policies section of the College Catalog and in the Community Standards of Conduct section of the Student Handbook.
- Grievances against a fellow student. The grievance process for these disputes are located in the Community Standards of Conduct section of the Student Handbook.
- Issues of sexual harassment, discrimination, or sexual assault. These issues are referred to the College’s Title IX Coordinator (Leticia Mosqueda, 56 Broadway, 6th Floor, (212) 659-7292 ext. 3292, lmosqueda@tkc.edu)

Informal Grievance Resolution

Prior to bringing a formal grievance forward against a College office or representative, students are encouraged to attempt a good-faith resolution of the grievance. This attempt may be made with the party directly involved in the disputed matter. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. Attempts at informal resolution should be initiated within 30 days of the incident in dispute.

Formal Grievance Resolution

Should a situation arise in which a student is unable to resolve his or her grievance informally, the College’s formal grievance process may be employed. This process, outlined below, should also be initiated within 30 days of the incident or, if applicable, the failed informal resolution. A formal grievance must be submitted in writing and include the following:

- Name, address, and phone number of the person making the grievance claim
- Identification of the office or individual against whom the grievance is directed
- Description of the incident (e.g. location, behaviors, verbal and/or written interactions)
- List of those who witnessed any part of the incident

For grievances involving a College staff member, the grievance should be submitted to the Office of Human Resources. Human Resources will forward the grievance to the staff member’s immediate supervisor and to the vice president of the department in which that staff member is employed.
For grievances involving a faculty member, the grievance should be submitted to Human Resources and to the chair of the academic program in which that faculty member teaches (i.e. Business; Media, Culture and the Arts; Politics Philosophy and Economics; Religious and Theological Studies).

Upon receiving a formal complaint, the College will endeavor to conclude its investigation within 60 days of the submission of the complaint. For complaints submitted after May 1, a full and fair investigation may not be possible until September 30 due to limited availability of faculty, staff and students during the summer break. Nevertheless, the College is committed to completing its investigation and providing a formal institutional response based on its findings within the timeframes listed above.

Appeals

If the situation is not resolved to the satisfaction of the student after following the above process, the student may appeal. Appeals must be submitted in writing within 30 days of receiving a formal written response from the College in response to the original complaint and subsequent investigation. The appeal should be submitted to Human Resources. Human Resources will review the documentation, consult with the vice president of the department in which the staff or faculty member is employed, and make a final determination.
SAFETY, SECURITY, AND EMERGENCIES

Identification Cards

Main Contact: Rich Switzer, Director of Facilities (rswitzer@tkc.edu)

The College campus is accessible only via The King’s College photo identification card. Incoming students take photos and receive their identification cards during New Student Orientation. This card also provides on-campus library borrowing privileges.

To request a replacement card, fill out the Student ID Replacement Request form found on the Student Portal. A $25 charge is billed to the student’s account for the first replacement ID. Replacements thereafter are $50 per card. Faulty cards resulting from a system error will be replaced free of charge.

Students should not give their identification cards out to anyone. If it is discovered that a student has given their card to another person, the following steps will be followed:

- The ID will be confiscated and turned in to the student’s House Advisor
- The Advisor will meet with the student to address the situation, and return the ID at that time
- The Advisor will write up an incident report
- The process for addressing repeated violations is the same as that for addressing honor infractions (see Handling Violations).

Police Contact Information

The New York Police Department (NYPD) protects The King’s College, commuters and residents. Contact

1st Precinct (Main Campus, Wall Street, Washington, West, Hanover)
16 Ericsson Place, New York, NY 10013
Main contact: 212-334-0611
Webpage: www1.nyc.gov/site/nypd/bureaus/patrol/precincts/1st-precinct.page

84th Precinct (Clark Street)
301 Gold Street, Brooklyn, NY 11201
Main contact: 718-875-6811
Webpage: www1.nyc.gov/site/nypd/bureaus/patrol/precincts/84th-precinct.page

NYPD Special Victims Division (To report sexual assault in any precinct)
Skilled Special Victims Detectives are available to help in cases of sexual assault.
Main contact: 646-610-7272
Sex Crimes Report Line: 1-212-267-RAPE
The King’s College both collects and discloses crime statistics under New York State Educational Law, Article 129-A. To view by location, please visit the related link:

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<th>Location</th>
<th>Related link</th>
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**Registered Sex Offenders Database**

In accordance with the Campus Sex Crimes Prevention Act of 2000 and the Jeanne Clery Act, The King’s College provides a link to the New York State Sex Offender Registry. The Clery Act requires institutions to advise students where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. To access the registry, use the following link to New York State Sex Offender Registry Search: [www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp](http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp)


**Reporting Violent Felonies**

In accordance with the New York State College Safety Act, The King’s College will notify law enforcement within 24 hours of receiving a report of a violent felony or when a student who resides in campus housing is missing. Violent felonies include, but are not limited to, arson, kidnapping, physical assault with a deadly weapon, burglary, robbery and many firearm offenses. See N.Y. Penal Law § 70.02(1) for the exhaustive list of violent felonies institutions must report under the Act.

Reporting of sexual offenses (including rape, sexual assault, etc.) is an exception. The federal Campus Sexual Assault Victims’ Bill of Rights, 20 U.S.C. § 1092(f) provides the complainant of a sexual offense with the right to decide whether or not to report such offense to law enforcement agencies. To comply with the Act and other federal regulations, such as the Clery Act, the College will notify the complainant in writing of his/her rights and options, including, but not limited to, the importance of preserving evidence, to whom the offense may be reported, and that he/she has the right to report the incident to law enforcement if he/she chooses. The College will also provide the complainant with information about how to make a report to law enforcement and offer assistance should the complainant wish to do so.

**Missing Persons**

As required under the New York State College Safety Act, The King’s College will notify the New York Police Department of any missing student who resides in campus housing within 24 hours of the missing student being reported to the College. The College, working with NYPD as necessary, will: (1) attempt to
contact the student using any contact information, confidential or otherwise, that the student may have
to the College; (2) contact any person the student has identified to the Registrar as an
emergency contact; and (3) notify others at the College, as appropriate, about the student’s
disappearance. In addition, the College will contact a custodial parent or guardian of any missing student
who is under 18 years of age and reported missing from campus housing.

Harassment and Personal Abuse
The King’s College is committed to maintaining an educational environment in which all individuals are
treated with dignity and respect. This includes freedom from all forms of intimidation, exploitation, and
harassment. Harassment is defined as any verbal, visual, or physical conduct that denigrates or shows
hostility or aversion toward an individual because of age, race, color, national origin, military status, sex,
disability, predisposing genetic characteristics, and/or marital status. The King’s College prohibits
harassment of any member of its community whether such harassment is aimed at students, faculty or
other employees. Violators will be subject to disciplinary action.

The following constitute harassment:
1. Submission to or rejection of conduct that is used as the basis of employment or matriculation.
2. Conduct that has a negative impact upon the individual’s work or academic performance or
creates an intimidating, hostile or offensive work or educational environment.
3. Conduct that unreasonably interferes with an individual’s work or academic performance or
otherwise adversely affects employment and educational opportunities.
4. Submission to or rejection of the conduct is used as the basis for any decisions affecting the
individual regarding honors, programs, opportunities, or activities available at or through The
King’s College.

Examples of Harassment
Types of conduct that violate this policy include:
1. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a
person’s age, race, color, national origin, military status, sex, disability, predisposing genetic
characteristics, and/or marital status.
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual
or group because of age, race, color, national origin, military status, sex, disability, predisposing
 genetic characteristics, and/or marital status, and that is placed on walls, bulletin boards, or
elsewhere on the College premises, circulated on campus, or used in social media.
3. Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to
age, race, color, national origin, military status, sex, disability, predisposing genetic
characteristics, and/or marital status, graphic verbal commentaries about an individual’s body,
sexually degrading words used to describe an individual’s body, sexually degrading words used
to describe an individual, suggestive or obscene letters, notes or invitations.
4. Physical conduct such as touching, assaulting, impeding, or blocking movements.
5. Bullying, harassment, coercion, threat, disrespect or intimidation of another person, or any
unwanted sexual attention towards another person.
6. Actions or statements that cause damage or threaten the personal and/or psychological
wellbeing of a person.
7. Inappropriate narrative or cyber-bullying on social media (e.g. Twitter, Facebook, blog, or
texting).
8. Stalking. Stalking is ongoing harassment or threats that cause substantial emotional distress in
another person. Stalking includes following or spying on another individual; attempting contact
through unwanted calls, emails, text messages or instant messages; giving unwanted gifts;
spreading rumors; damaging the person’s property; or defaming the person's character. Stalking perpetuated between those who have been in a dating or sexual relationship will be addressed in accordance with the College’s Title IX Policy (see Sex/Gender Offenses).

Any person who believes that he or she is being harassed should bring the behavior in question to the attention of a College staff or faculty member. Any student, whether victim or witness, may complete an Incident Report Form located on the Student Portal. The Honor Council hears cases involving harassment (see section on Disciplinary Process). If the alleged harasser is a student, the situation will be referred to the Director of Student Life who will make a determination whether the situation warrants an Honor Council hearing. If the alleged harasser is an employee of the College, a vendor of the College, or a contractor of the College, the situation will be referred to Human Resources. Every reasonable effort will be made to ensure confidentiality in dealing with the situation.

All alleged incidents of harassment in any form will be taken seriously and will be fully investigated. Likewise, intentionally false accusations of harassment will be investigated and addressed.

Confirmed incidents of harassment will result in disciplinary action including but not limited to reprimand, probation, suspension, or expulsion. Retaliation against an individual for bringing a harassment complaint is prohibited by law and will lead to disciplinary action. Nothing in this policy shall preclude a student from seeking redress through external legal proceedings.

**Sex/Gender Offenses**
Main Contact: Leticia Mosqueda, Title IX Coordinator (lmosqueda@tkc.edu)

The King’s College admits students regardless of faith, sexual identity, or sexual orientation. All students are entitled to take full advantage of all opportunities and resources available at the College. We are committed to fully supporting and caring for every member of our community.

As men and women created in God’s image, we are called to live out our sexuality according to God’s design, regardless of sexual orientation or gender identity. We recognize that the typical King’s student is working through many issues of identity, including sexuality, which can pose enormous personal challenges.

Given the College’s commitment to Biblical faith and practice, we are bound by the historic Christian tradition regarding sexuality, gender, and marriage. We believe that God intends sexual relations to be reserved for marriage between a man and a woman. We recognize that this commitment often conflicts with the practice and values of the larger culture and some members of our own community. Even so, we want LGBTQ students to experience kinship as full members of our community. By God’s design, the need for intimacy is universal. It is our hope that King’s is a community in which all students discover authentic friendship.

We recognize there are people whose experience of their gender is at variance with their biological sex. Our commitment as a Christian college is to respond to such persons, and all persons, with love and with respect for their moral responsibility. We affirm God’s love and concern for all of humanity, including individuals who experience discordance between certain sexual aspects of their personhood. We regret the hurt caused by the Christian community to such individuals, and recognize our obligation to extend love, care, and respect. We affirm the College’s calling to cultivate a loving Christian environment of gentleness and patience within which we build genuine and caring relationships. Our commitment to love, nonetheless, is informed by our biblical and theological understandings.
God’s original and ongoing intent is the creation of humanity manifest as two distinct sexes, male and female. Jesus Christ himself affirmed this in his teaching, stating “at the beginning the Creator ‘made them male and female’” (Matthew 19:4; Mark 10:6). God intended that each individual experience congruence between the physical and experiential dimensions of their sexuality. Except in unusual cases, sex as male or female is a consistent biological given of the individual human person from conception, manifest at birth and before, and is not changeable. It is a stable, enduring characteristic of personhood determined by God’s creational intent.

We recognize that some may take other positions concerning transgenderism. However, as a matter of religious faith, conviction, and exercise, The King’s College adheres to the biblical admonitions against transgenderism as set forth in Genesis 1:27.

We welcome conversation about sexuality, gender, and sexual orientation. We invite the King’s community to understand and empathize with the experiences of its LGBTQ students. We invite our LGBTQ students to join us in seeking to understand what the Christian tradition has handed down to us regarding marriage. Knowing that disagreement is inevitable, we encourage students, staff and faculty to extend respect to one another as we grapple with these issues together.

The King’s College is committed to ensuring that all students feel safe at King’s and have the opportunity to benefit fully from the College’s programs and activities. Sex/gender offenses against students—including sexual harassment/violence and gender-based discrimination—interferes with students’ rights to receive an education free from discrimination and, in the case of sexual violence, is a crime.

Definitions
- Complainant: the person who makes an allegation that someone, the respondent, has done something wrong.
- Respondent: the person accused of an alleged wrongdoing.
- Third Party: any individual who is not a student, faculty member, or staff member of the College (e.g., vendors, alumni/ae, or local residents).

Sex/Gender Offense Resources
- Counseling Services: 646-237-8905, counseling@tkc.edu
- Title IX Coordinators (see below)
- Emergency Room or Beth Israel Rape Crisis Center (317 East 17th Street, 4th Floor)
- Students can pursue legal action through the police independent of the school’s investigative and disciplinary proceedings at any time.

Title IX Coordinators
Title IX Coordinators provide information on College resources and policy regarding sex/gender offenses, investigate all sex/gender offenses, and advise Title IX Honor Council’s on policy and procedure. For emotional support, please contact your House Advisor or the College’s counseling department.
- Leticia Mosqueda: 212-659-7292, lmosqueda@tkc.edu (Title IX Coordinator)
- Nick Swedick: 646-237-8196, nswedick@tkc.edu (Deputy Title IX Coordinator)
- Michelle Lambdin: 646-237-8906, mlambdin@tkc.edu (Deputy Title IX Coordinator)
Sexual Harassment
Sexual Harassment is unwelcome conduct of a sexual nature. It includes but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature
- Offering of employment or academic benefits in exchange for sexual favors
- Threatening reprisals after a negative response to sexual advances

Sexual Exploitation
Any act whereby one person violates the sexual privacy or takes sexual advantage of another person without consent. Examples include: voyeurism (i.e. spying on others who are in sexual situations); recording, photographing, transmitting, viewing, or distributing intimate/sexual images or sexual information without consent of all parties.

Sexual Violence
Sexual violence* is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including but not limited to:

- **Non-Consensual Sexual Penetration** (commonly referred to as rape): Any act of vaginal or anal penetration, without consent, by a person’s penis, finger, other body part or object, or oral penetration by a penis.
- **Non-Consensual Sexual Contact**: Any sexual touching other than sexual penetration without consent. Examples include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area (including over clothing); kissing; unwanted disrobing of another person; purposeful exposure of one’s genitals to another.
- **Dating Relationship Violence**: Acts of violence, threat, or intimidation that harm or injure a partner in a current or former dating or sexual relationship. These acts may be physical, emotional, psychological, sexual, or economic. Dating relationship violence can be a single act or pattern of behavior.
- **Domestic Violence**: Acts of violence, threat, or intimidation that harm or injure members of a family or household, when those members have, or have previously had, a sexual relationship. Students are deemed to be in the same "household" when they share access to the same private living space or bathroom.

*Sexual offenses in the State of New York are outlined under article 130 of the NYS penal law. Of particular note is the definition of sexual contact: “... Any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing.” Committing such offenses can result in civil action and imprisonment.

Consent
In accordance with New York State Law, a sexual encounter can only be consensual when affirmative consent has been given. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Silence or lack of resistance does not demonstrate consent. Relying on nonverbal communication may result in a violation of this policy.
• Consent cannot be obtained through the use of force, intimidation, threat of harm or coercion, or by taking advantage of the incapacitation of another individual. By definition, a person who is intoxicated, unconscious, mentally impaired, a minor (17 or younger), or threatened is unable to give consent.
• Do not make assumptions. If confused or uncertain, stop and verbally clarify each participant's willingness to continue.
• Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must stop immediately.
• Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be unable to consent.
• Prior consent does not imply current or future consent, even in the context of an ongoing relationship. Consent must be freely sought and given for each instance of sexual activity.

Relationship Stalking
Stalking is a course of conduct (i.e., more than one act) directed at a partner in a current or former dating or sexual relationship that causes a person to experience distress or to fear for the safety of a third person. Acts that constitute stalking may be direct actions or may be communicated by a third party. Examples include: threats of harm to self, others, or property, pursuing or following others, unwanted communication, unwanted gifts, trespassing, and surveillance or other related types of observation.

Gender-Based Harassment
Gender-based harassment is a form of sexual harassment. It includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. When such conduct is sufficiently severe, persistent, or pervasive, it interferes with or limits a person’s ability to participate in or benefit from the College’s education and activities.

Note: A discussion by College professors and students of the biblical view of sexuality, gender and sexual orientation is not considered sexual harassment or gender-based discrimination.

Gender Definitions
• Gender Identity: a person's private sense and subjective experience of their own gender.
• Sex: a combination of bodily characteristics including chromosomes, hormones, internal and external reproductive organs.
• Transgender: a person whose gender identity does not conform clearly to their sex.
• Gender Expression: the way a person expresses gender to others in ways that are socially defined as either masculine or feminine, such as through behavior, clothing, hairstyles, activities, voice, or mannerisms.
• Gender Non-Conforming: people whose gender identity and/or gender expression do not conform to the social expectations or norms for a person of that sex or assigned gender.
Transgender and Gender Non-Conforming Policy

Official Records
The College will use a student’s legal name and gender on school records. The College will change the record to reflect an alteration in legal name and/or gender upon receipt of documentation that such legal name and/or gender have been changed. All documentation should be submitted to the registrar’s office.

- For a legal change of name, the student must provide a court order, birth certificate, or passport stating the student’s new name.
- For a legal change of gender, the student must provide a birth certificate or a valid passport stating the student’s legal gender.

When such documentation is received, the College will create a new record reflecting the student’s new name and/or gender and will archive the former record. The College will maintain both records for the student.

Names and Pronouns
Faculty and staff will address students by the name and pronoun corresponding to their official record. If the official record has not been changed, students are responsible to inform faculty and staff of their desire to be addressed by their chosen name and pronouns. Students are responsible to inform fellow students of their desire to be addressed by their chosen name and pronouns.

In accordance with New York City law, intentional and repeated use of any name or pronoun other than what the student has chosen constitutes gender-based harassment. The complainant may pursue disciplinary action (see sex/gender offense complaint and grievance process below).

Student IDs, Emails, Rosters, Etc.
Student IDs, emails, rosters, etc. will be issued in the name that reflects a student’s official record (see Official Records above), unless a student provides in writing to the Registrar the name they want used for their Student ID, emails, rosters, etc.

Athletics
Please refer to Transgender Student-Athlete Participation policy on p. 32.

On Campus Restroom Access
The College provides same-sex and gender-neutral restrooms. Transgender students should meet with a Title IX Coordinator to determine access based on: the transgender student’s preference, student privacy, age, and safety of all students involved. Gender non-conforming students may either use the gender-neutral restrooms or the restrooms assigned to their sex. There are five gender-neutral restrooms on campus: two in the Student Union, two on the 6th Floor, and one on the 5th Floor.

House Assignment
Students are assigned Houses according to their sex. If a student undergoes a biological sex change, they will be assigned to a House that corresponds with their biological sex.

Housing Accommodations
Any retreat or school sponsored trip assigns student sleeping accommodations according to their sex. Accommodations can be made for a single unit for transgender students, based on availability.
Complaint and Grievance Procedure

The College does not tolerate any type of sex/gender offense, as defined herein, committed by students, faculty, or staff. All disclosed or reported incidents will be investigated by the College’s Title IX Coordinator or a Deputy Title IX Coordinator in conjunction with the Dean of Students. The College will take immediate action to investigate the offense, prevent its recurrence, and address its effects. Perpetrators will be subject to disciplinary action, which may include suspension or expulsion. All College services are available to complainants of sex/gender offenses, regardless of whether or not a formal report is made. When facing an incident or allegation, both the complainant and the respondent are encouraged to make use of appropriate resources, including counseling services, their House Advisor, the Dean of Students, and any College personnel to secure one’s immediate safety.

A report of sex/gender offense triggers the onset of the disciplinary investigation protocol and procedures (see Sex/Gender Offense Hearings for more detail.) Any indication or acknowledgement of a sex/gender offense will be treated as a report, and so trigger disciplinary protocol, until the complainant formally requests greater confidentiality than protocol might allow. If the complainant’s request is granted (see Sex/Gender Offense Confidentiality for more detail), the sex/gender offense will be treated as a disclosure of information, and disciplinary proceedings may not be pursued at that time. The Title IX Coordinator(s) will carry out an investigation in the case of either a report or a disclosure of a sex/gender offense.

The College strongly encourages students to report sex/gender offenses. To report incidents, any student, whether victim or witness, may:

- Contact his/her House Advisor, the Dean of Students, or any other staff or faculty
- Complete an Incident Report Form on the Student Portal
- Contact the Title IX Coordinator or a Deputy Title IX Coordinator

Any student, staff, faculty member, or guest of the College may report or disclose sex/gender offenses committed by a student, staff, faculty, or third party. Once a report is filed, the College’s investigation will typically be completed within 30 days. All incidents or allegations of sex/gender offenses against a student will be investigated by the College’s Title IX Coordinator(s): Leticia Mosqueda, (212) 659-7292, lmosqueda@tkc.edu; Nick Swedick (646) 237-8916, nswedick@tkc.edu; Michelle Lambdin (646) 237-8916, mlambdin@tkc.edu.

<table>
<thead>
<tr>
<th>Type of Sex/Gender Offense</th>
<th>Alleged Offender</th>
<th>Due Process Information</th>
<th>Person(s) Responsible for Investigation and Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Harassment, Sexual Violence, or Gender-Based Discrimination</td>
<td>Student</td>
<td>Student Handbook</td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td>Sexual Harassment, Sexual Violence, or Gender-Based Discrimination</td>
<td>Faculty or Staff</td>
<td>Student Handbook; Faculty Handbook; Employee Handbook</td>
<td>Human Resources and Title IX Coordinator</td>
</tr>
<tr>
<td>Sexual Harassment, Sexual Violence, or Gender-Based Discrimination</td>
<td>Vendor, Outside Guest, etc.</td>
<td>Student Handbook</td>
<td>Title IX Coordinator</td>
</tr>
</tbody>
</table>
Note: The College encourages students to promptly report all cases of sexual violence to law enforcement personnel to ensure that trained investigators can review the case and preserve evidence. Regardless of whether a criminal prosecution is underway, the College will investigate all sex/gender offenses.

Reports against a Fellow Student

Once College personnel become aware of a sex/gender offense, the College will initiate the following process:

1. Reports will be referred to the College’s Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents (e.g. altering complainant or respondent’s course schedule or housing)
4. The Title IX Coordinator will conduct a thorough and discreet investigation of alleged incident (including, but not limited to, taking statements from all involved parties and first responders), and compile a written report.
5. The compiled documentation will be presented to the Director of Student Life.
6. If the documentation reveals evidence of a sex/gender offense, the Director of Student Life will convene an Honor Council hearing comprised of College staff and faculty. See Sex/Gender Offense Hearings for more detail.
7. Reports against Staff or Faculty

Once College personnel become aware of a complaint, the College will initiate the following process:

1. Reports will be referred to the College’s Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents.
4. The Title IX Coordinator will conduct a thorough and discreet investigation of the alleged incident (including, but not limited to, taking statements from all involved parties and witnesses), compile a written report, and submit findings to the Human Resources Manager.
5. Human Resources will convene a hearing panel comprised of the Manager of Human Resources, the Dean of Students, and the Vice President overseeing Human Resources. The panel provide student complainant(s) opportunity to present relevant witnesses and other evidence. The panel will make a determination based on a preponderance of the evidence and, if allegations are substantiated, take prompt disciplinary action.

Reports against Third Party

Once College personnel become aware of complaints, the College will initiate the following process:

1. Reports will be referred to the College’s Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents.
4. The Title IX Coordinator will conduct a thorough and discreet investigation of alleged incident (including, but not limited to, taking statements from all involved parties and witnesses), compile a written report, and present options for further action to the complainant.

**Sex/Gender Offense Confidentiality**

The College encourages complainant of sex/gender offenses to talk to listed recourses so students can get the support they need and so the College can respond appropriately. Different employees on campus have different abilities to maintain a complainant’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a complainant in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the complainant’s wishes.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

**Privileged Communications**

Reports made directly to College Counseling Services are protected by confidentiality laws and will not be referred to the Title IX Coordinator without the consent of the student. All other reports, including reports to faculty, staff, coaches, House Executive Team members, Housing Assistants, and Student Service Representatives, will be referred to the Title IX Coordinator(s) for investigation. In all cases, the College will take all reasonable steps to maintain confidentiality but cannot guarantee full anonymity.

If the student wishes merely to disclose information regarding an occurrence of a sex/gender offense without triggering disciplinary protocol, that student may ask the Title IX Coordinator(s) for greater confidentiality. The Title IX Coordinator(s) will conduct a preliminary investigation and, with the Vice President for Student Development, the Dean, and Director of Student Life, will weigh the student’s request against the following factors: seriousness of the alleged incident; the complainant’s age; the existence of other reports of similar complaints against the same respondent; the respondent’s right to receive information about allegations maintained by the College as an education record under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232G; 34 C.F.R. part 99.

**Confidential Sources**

The College’s confidential source is Eric Bennett, Vice President for Student Development, ebennett@tkc.edu.

A student can talk to a confidential source without revealing any personally identifying information about an incident to the College and without triggering a College investigation that could reveal the complainant’s identity or that the student has disclosed the incident.

While maintaining a complainant’s confidentiality, the confidential source will report the nature, date, time, and general location of an incident to the Title IX Coordinator(s). This limited report – which includes no information that would directly or indirectly identify the complainant – helps keep the Title IX Coordinator(s) informed of the general extent and nature of sexual violence on and off campus so the coordinators can track patterns, evaluate the scope of the problem, and formulate appropriate campus-
wide responses. Before reporting any information to the Title IX Coordinator(s), the confidential source will consult with the student to ensure that no personally identifying details are shared with the Title IX Coordinator(s).

**Responsible Employee**

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or to whom a student could reasonably believe has this authority or duty.

When a student tells a responsible employee about an incident of sex/gender offenses, the student should expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX Coordinator(s) all relevant details about the alleged sex/gender offenses shared by the student and that the College will need to determine what happened – including the names of complainant, any respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident(s). To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. The following employees are the College’s responsible employees:

- Staff
- Faculty
- Athletic Coaches
- House Executive Teams
- The King’s Cabinet
- Housing Assistants
- Student Service Representatives

**Requesting Further Confidentiality**

If a student discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the complainant. If the College honors the request for confidentiality, a complainant must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged respondent(s) may be limited. Although rare, there are times when the College may not be able to honor a complainant’s request in order to provide a safe, non-discriminatory environment for all students. The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee has been notified of alleged sex/gender offenses: David Leedy, Dean of Students; Leticia Mosqueda, Title IX Coordinator; Nick Swedick, Deputy Title IX Coordinator; Michelle Lambdin, Deputy Title IX Coordinator.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple respondents;
- whether the sexual violence was perpetrated with a weapon;
- whether the complainant is a minor;
• whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
• whether the complainant’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If the College determines that it cannot maintain a complainant’s confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College’s response.

If the further confidentiality is granted, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Even so, the College counselors, Title IX Coordinator(s), staff, and faculty will still assist the students in receiving other necessary protection and support, such as academic support or accommodations, disability, health or mental health services, and changes to living, working, or course schedules. A student who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated.

Timely Warnings
If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the Dean of Students, the Director of Student Life, or the Title IX Coordinator(s) may issue a timely warning to the community. Any such warning would not include any information that identifies the victim.

Non-Retaliation
Complainants are often concerned about retaliation from their respondents. The College will not only take steps to prevent retaliation, but will also take disciplinary action if it occurs. In cases in which a student files a report, the College cannot keep the complainant’s identity from the respondent. Sexual violence is a serious offense and respondents have the right to know the identity of their accuser.

Alcohol and/or Drug Use Amnesty
In accordance with New York State law, no bystander or complainant that reports, in good faith, any sex/gender offense will be charged with an ancillary alcohol or drug use violation revealed in their report. If underage consumption of alcohol or drug use is revealed during a Title IX investigation, those issues will be addressed separately from sex/gender offenses in accordance with the College’s standard disciplinary procedures.

Sex/Gender Offense Hearings
At the completion of the investigation, the Title IX Coordinator will provide a summary of findings to the Director of Student Life. If the Director of Student Life determines that it is in the interest of the complainant, he will convene an Honor Council comprised of six faculty and staff. The Director of Student Life or his designee will chair the hearing. The Title IX Coordinator will attend the hearing as an advisor to all involved parties, complainant, respondent, and Honor Council members and chair.

The Honor Council uses a “preponderance of the evidence” standard (i.e. it is more likely than not that sexual harassment/violence or gender-based discrimination occurred) to answer the following questions:
• Did the alleged incident occur?
• What sanctions should be given to the respondent?
What remedies should be granted to the complainant or provided for the school community at large?

Note: Any other violations to College standards (e.g. underage alcohol use) will be addressed separately from the sexual violence allegation. While alcohol is a common factor in cases of sexual violence, use of alcohol or drugs never makes the victim at fault for sexual violence.

Student Rights

<table>
<thead>
<tr>
<th>Right</th>
<th>Complainant</th>
<th>Respondent</th>
</tr>
</thead>
<tbody>
<tr>
<td>To seek support from College counseling services, academic support</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>services, and faculty and staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To appear before the Honor Council and have equal opportunity to</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>present relevant witnesses and other evidence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To a prompt, fair, and impartial hearing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>To appeal the Honor Council’s decision and consequences</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>To consult a private attorney at his or her own expense*</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>To bring along a support person or advisor to any meeting or hearing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>regarding the incident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be informed in writing of the Honor Council hearing outcome</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>To request that the College take reasonable measures to prevent contact</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>between complainant and respondent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To appeal the Honor Council’s decision and consequences</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>To be informed of the charges prior to an Honor Council hearing</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>To be presumed “not guilty” unless proven so by a preponderance of the</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>evidence</td>
<td></td>
<td></td>
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<tr>
<td>To not be required to testify against themselves</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>To not suffer excessive penalty</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

*Students are permitted to invite attorneys into Honor Council hearings for the purpose of counsel or support. Attorneys, however, may not participate in the College’s investigation process or in the Honor Council hearing.
In addition, pursuant to New York City law 129-B, students have the following rights. All students have the right to:

- Make a report to local law enforcement and/or state police
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution
- Access to at least one level of appeal of a determination
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution

Emergency Action Plan
Main Contact: Eric Bennett, Vice President for Student Development (ebennett@tkc.edu)

Campus Closing Information Line
Main Contact: 212-659-7201

Emergency Phone Contact List
A list of emergency phone numbers is located on the refrigerator in each apartment.

Fire Prevention and Response
To maintain fire safety code compliance and reduce potential risk, The King’s College reserves the right to periodically inspect apartments (see the Cleaning section of this handbook). The following items are prohibited:

- Incense
- Any open flames
- Candles
- Halogen and/or oil lamps
- Hot plates (or any movable open-coiled appliances)
- Fireworks
- Live holiday decorations (e.g. trees and cut wreaths)
Fire safety instructions are distributed to all residents upon move-in. If residents do not receive documentation upon move-in or misplace it at any time, they should contact a Housing Assistant or Housing Director immediately. Please note students are responsible for informing their guests of evacuation procedures.

**Medical**

Main contact: 911

In the event of a medical emergency, call 911. Students are encouraged to call the designated emergency phone if a medical situation requires them to go to the hospital or seek emergency medical attention. If additional information is needed, please refer to the Hospitals and Health Emergency Numbers document located on your Student Portal.

**Recklessness**

To prevent hazardous situations, The King’s College prohibits playing sports of any kind inside student housing, in hallways, near windows, on balconies, and/or on rooftops. Some examples of recklessness include:

- Skateboarding
- Rollerblading
- Frisbee throwing
- Fights (water, food, shaving cream, etc.)
- Throwing or hanging objects outside of windows or balconies
ACADEMICS

College Catalog
Main Contact: Paul Middlekauff, Registrar registrar@tkc.edu
Document link: www.tkc.edu/academics/catalogs

The College Catalog provides an overview of the academic programs, academic policies, financial policies and procedures, major requirements, and other important information. Students should be familiar with the College Catalog as they work toward graduation.

Student Portal
Main Contact: Student Services (studentservices@tkc.edu)
Website: students.tkc.edu

The Student Portal is a password-protected student website that serves as a single point of information, services, and resources. Students register for classes, access grades, approve Financial Aid awards, apply for housing, and access degree information on that website. The portal also provides the following tools:
- Personal Information Updates
- Emergency Contact Information Form
- Financial Aid and Billing
- Degree Audits
- Class Schedule
- Student Directory
- Library Resources
- Campus News
- Course Book Lists

Registration
Main Contact: Registrar’s Office (registrar@tkc.edu)

The Registrar’s Office is available to advise students as they determine the best route to complete their declared program of study. The Registrar’s Office answers questions pertaining to class schedules, academic policies, and the completion of degree requirements. Currently enrolled students register for the next semester during November (for the upcoming spring term) and April (for the upcoming fall and summer terms).

Academic advising begins two weeks prior to the official registration period. Advisement through the Registrar’s Office is required for freshman registration. The Manager of Curriculum and Advisement advises sophomore, junior, and senior students. Upperclassmen are given preliminary recommended courses and may then choose to set an official advisement appointment or opt out of formal advisement, but with the understanding that they are solely responsible for their pursuit of their chosen program of study.
Disabilities and Accommodations

Main Contact: Christopher Josselyn, Academic Support Coordinator and ADA/504 Coordinator (cjosselyn@tkc.edu)
Website: students.tkc.edu/tkc/PDF_Academic/DisabilityServices.pdf

The King’s College seeks to assure equal opportunity for access to and participation in all College courses, examinations, activities, and services. This includes providing reasonable accommodations to otherwise qualified individuals with disabilities recognized under Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II). Section 504 and Title II protect otherwise qualified individuals from discrimination based on their disability.

According to Section 504 and Title II, a person is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits at least one major life activity
- Has a record of such impairment
- Is regarded by others as having such an impairment

Major life activities are considered to be: self-care, manual tasks, walking, seeing, hearing, speaking, breathing, standing, thinking, concentrating, reading, learning, sleeping, working, bending, communicating, reproducing, normal cell growth, immune system function, digestive function, bowel function, bladder function, neurological function, brain function, respiratory function, circulatory function, and endocrine function.

The following are common disabilities covered by Section 504 and Title II (not an exhaustive list):

- Hearing impairments
- Learning disabilities
- Attention deficit/hyperactivity disorders
- Mobility and manual impairments
- Psychological disabilities
- Substance abuse problems
- Visual impairments

Though each student and situation is unique, the following are some commonly utilized accommodations:

- Extended time on examinations
- Use of recording devices
- Use of laptop computers
- Reduced distraction setting for examinations

Accommodations in Cases of Hospitalization

If a student is hospitalized for any reason, the Academic Support Coordinator will work with faculty to grant reasonable extensions on assignments and excused absences. If medical issues prevent persisting through courses, students can apply for a Medical Withdrawal (see page #). Students may also request an Incomplete if they are able to finish coursework within six weeks after the semester. Reasonable extensions will be granted for roommates in cases of extreme situations (e.g. serious medical conditions, death, suicide, etc.).
Self-Identification and Eligibility for Accommodations

Students with disabilities are not required to identify themselves to the College; however, students who wish to receive accommodations must follow the procedure outlined below. The responsibility for identifying disabilities and seeking accommodations rests exclusively with the student.

There are four steps to the accommodation process. First, the student submits the Disability Identification and Accommodation Request Form and appropriate documentation (Certification of Disability Form, or other appropriate and comprehensive documentation) to the ADA/504 Coordinator. The College requires that all documentation be recent, relevant, comprehensive, and include appropriate test results and interpretations.

Second, the documentation of disability is reviewed and eligibility for services is determined. Third, the ADA/504 Coordinator meets with the student to discuss the student’s specific accommodation needs. Finally, the ADA/504 Coordinator and student periodically review the accommodations ensuring that they remain effective.

For more information regarding disabilities and accommodations, including access to the forms above, please refer to the website at the beginning of this section.

For students who have not been previously diagnosed or need updated documentation (e.g. Learning Disabilities, ADHD), we recommend testing be done during summer or winter breaks when possible, as this process takes time.

Students seeking psychological evaluation/psycho-educational testing may contact Counseling Services (counseling@tkc.edu) for assistance with referral information.

Academic Freedom

Because we believe that the pursuit of truth is enhanced by liberty, The King’s College is committed to the principle of academic freedom. The College believes that truth emerges through a process of dialectical reasoning. By submitting our own assumptions and assertions to critical analysis, we clarify our own thinking.

Faculty members have a right to explore viewpoints in their research and writing and present all relevant positions on an issue in the classroom. Faculty members have a responsibility to perform their academic duties and obligations.

Students have a right to their opinion, as well as a right to express that opinion within the bounds of the subject matter of the class. Students are expected to use the privilege of speech responsibly, demonstrating respect for faculty and fellow classmates. Students have a right to have their work evaluated on the basis of academic standards at The King’s College that are clearly and consistently articulated in course syllabi.

All questions or concerns about academic freedom should be directed to the Vice President for Academic Affairs.
International Students
Main Contact: Katelyn Tamm, Office of Admissions (ktamm@tkc.edu)
Website: www.tkc.edu/admissions/requirements/admissions-for-international-students/

Student

Exchange and Visitor Information Systems (SEVIS)
See official information from the United States Department of Justice Immigration and Naturalization pertaining to exchange students below.

Admission
A nonimmigrant student may be admitted for duration of status. This means that the student is authorized to stay in the United States for the entire length of time during which he or she is enrolled as a full-time student in an educational program and any period of authorized practical training plus sixty days. While in the United States, the student must maintain a valid foreign passport unless he or she is exempt from passport requirements. The student may continue from one educational level to another, such as progressing from high school to a bachelor's program or a bachelor's program to a master's program, simply by invoking the procedures for school transfers.

School
For initial admission, the student must attend the school specified on his or her visa. If the student has a Form I-20 A-B from more than one school, it is important to have the name of the school he or she intends to attend specified on his or her visa by presenting a Form I-20 A-B from that school to the visa issuing consular officer. Failure to attend the specified school will result in the loss of his or her student status and subject him or her to deportation.

Reentry
A nonimmigrant student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. The student may be readmitted by presenting a valid foreign passport, a valid visa, and either a new Form I-20 A-B or a page 3 of the Form I-20 A-B (the I-20 ID Copy) properly endorsed for reentry if the information on the I-20 form is current.

Transfer
A nonimmigrant student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, the student should first notify the school he or she is intending to transfer, and then obtain a Form I-20 A-B from the school he or she intends to attend. Transfer will be affected only if the student returns the Form I-20 A-B to the designated school official within 15 days of beginning attendance at the new school. The designated school official will then report the transfer to the Immigration and Naturalization Service.

Extension of Stay
If the nonimmigrant student cannot complete the educational program after having been in student status for longer than the anticipated length of the program plus a grace period in a single educational level, or for more than eight consecutive years, he or she may request an extension of stay. Contact the designated school official.

Notice of Address
If the nonimmigrant student moves, he or she must submit a notice within 10 days of the change of address to the Immigration and Naturalization Service (Form AR-11 is available at any INS office).
Arrival/Departure
When the nonimmigrant student leaves the United States, he or she must surrender his or her Form I-94 Departure Record. Please see back side of Form I-94 for detailed instructions. The student does not have to turn in the I-94 if visiting Canada, Mexico, or adjacent islands other than Cuba for less than 30 days.

Financial Support
The nonimmigrant student must demonstrate that he or she is financially able to support him or herself for the entire period of stay in the United States while pursuing a full course of study. The student is required to attach documentary evidence of means of support.

Authorization to Release Information by School
To comply with requests from the United States Immigration & Naturalization Service for information concerning the student’s immigration status, the nonimmigrant student is required to give authorization to the named school to release such information from his or her records. The school will provide the Service the student’s name, country of birth, current address, and any other information on a regular basis or upon request.

Penalty
To maintain nonimmigrant student status, the student must be enrolled as a full-time student at the school he or she is authorized to attend. The student may engage in employment only when he or she has received permission to work. Failure to comply with these regulations will result in the loss of his or her student status and subject him or her to deportation.

F-1 Visas
The King’s College only issues F-1 visas for academic study.

Employment Options
As an F-1 student, nonimmigrant students are not permitted to work off campus or to engage in business without specific employment authorization. After his or her first year in F-1 student status, he or she may apply for employment authorization on Form I-538 based on financial needs arising after receiving student status or the need to obtain practical training.

Definition of “employment” as defined by the USCIS (U.S. Citizenship and Immigration Services): Any service/labor that is rendered in exchange for wages or other remuneration (e.g. room and board, tuition, scholarships). This definition does not include volunteer work or unpaid internships.

There are three basic employment types available to international students:

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>Curricular Practical Training</th>
<th>Optional Practical Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>• International students are allowed to work on-campus up to 20 hours per week while school is in session and up to 40 hours per week during scheduled vacations (Christmas and summer).</td>
<td>• Students must have been lawfully enrolled on a full-time basis for one full academic year.</td>
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</tr>
<tr>
<td>• Any students new to the College may not begin working more than 30</td>
<td>• Each student receives 12 months of eligibility for each higher education level completed.</td>
<td>• Students must have been lawfully enrolled on a full-time basis for one full academic year.</td>
</tr>
<tr>
<td></td>
<td>• Employment must be an integral part of the established curriculum</td>
<td>• Each student receives 12 months of eligibility for each higher education level completed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Designated School Official recommended; Immigration authorized.</td>
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</tbody>
</table>
days prior to the start of the semester.

- This type of employment requires the student to receive a Social Security Number.
- On-campus employment should never exceed 20 hours per week while school is in session.

(something a student has to register for).

- Authorized by Designated School Official. Immigration is not involved.

- Can occur before completion of educational level or after.
- While school is in session, students are only allowed to work 20 hours per week.
- When school is not in session, students may work full-time or part-time.
- Employment must be directly related to the student’s field of study, but a job offer is not